



Proposal for Transit Supportive Principles Mobility Design Manual

RFP TM-26-01



olsson®

January 29, 2026



Attn: Richard Appelhanz
Topeka Metropolitan Transit Authority (TMTA)
201 North Kansas Avenue
Topeka, Kansas 66603

RE: Proposal for Transit Supportive Principles Mobility Design Manual / RFP TM-26-01

Dear Mr. Appelhanz and selection committee members:

We at Olsson, in collaboration with Bill Fiander and Harrison Lee Development Consulting, are pleased to submit this proposal. We are excited to work with the Topeka Metropolitan Transit Authority (Topeka Metro), its partners, and the Topeka community to develop an illustrative best practices manual for transit-supportive development and mobility design specifically tailored to the land development practices and mobility needs of the City of Topeka and Shawnee County.

This proposal presents an experienced team familiar with Topeka's needs in transit operations, facility design, community planning, and transit-oriented development. We are prepared to update bus stop guidelines, collaborate with the city and private developers to illustrate how transit-supportive principles fit into Topeka's development regulations and engage the community to improve access, comfort, and convenience at Topeka Metro bus stops.

WE ARE LEADERS IN TRANSIT AND LAND USE PLANNING.

We know the type and nature of development around transit greatly influences its effectiveness. We also understand the mobility benefits offered by a good transit system are undermined if riders exit the system and are confronted with an environment in which they cannot walk safely and comfortably to their destination.

Olsson is an industry leader in transit, land use planning, and community design. We have national experience helping transit agencies align around shared outcomes and develop purposeful plans that guide capital investments and service delivery. We also understand community and help municipalities manage change and develop community and placed-based plans which align development regulations with public expectations.

Collectively, we know how to engage diverse stakeholders, unify perspectives, and shape strategies that advance both mobility and land development priorities necessary to enable more transit supportive communities. Our goal is to position Topeka Metro to not only strengthen its transit operations but also create a forward-looking framework that supports Topeka's long-term growth and community goals.

WE ARE EXPERTS IN PARTNERSHIP ALIGNMENT AND IMPLEMENTATION.

Our team translates goals, aspirations, and technical findings into clear, implementable steps that translate to action. Whether it's near-term bus stop improvements or capital programming, placemaking opportunities or model land development regulations, we craft recommendations that are attainable and responsive to local context and capacity. Our team prides itself on helping clients move from ideas to action, producing plans that drive real change.

To do this successfully, we shape strategies which ensure shared ownership, trust, and outline sustained collaboration to deliver community expectations. Our approach to this project will emphasize early and continuous engagement with Topeka Metro and its partners, vested stakeholders, elected officials, and the private development community. The Olsson team excels at creating alignment across diverse interests, helping communities navigate tradeoffs, and shape strategies that reflect a collective vision.

WE HAVE LOCAL UNDERSTANDING COMBINED WITH NATIONAL EXPERIENCE.

Olsson's team brings a strong Kansas presence, a deep understanding of Topeka Metro and the City of Topeka, and national best practices in transit supportive development. Our local experience means the team understands the community's priorities, constraints, opportunities, and the nuances of the local political landscape. The team is led by Adam Weigel, a former Topeka Metro Director of Planning (2016 - 2018), who has firsthand perspective on the agency's operations, challenges, and strategic direction. Adding to this strength, Bill Fiander—former City of Topeka Director of Planning and now a lecturer at Washburn University—offers invaluable historical and policy insight from decades of involvement in Topeka's planning efforts. Cheryl Harrison Lee brings the private development community's perspective. This combination of local expertise and professional continuity will help Olsson stay present, responsive, and hands-on at every stage. The team's established relationships and understanding of community dynamics and ongoing initiatives will help facilitate a seamless partnership, supporting the delivery of a plan that truly reflects Topeka's unique needs.

Every member of the team brings extensive, cross-disciplinary experience, which enables delivery of core services that address all aspects of the project. Troy Russ, the strategic lead, played a key role in helping the Federal Transit Administration develop its New Starts Land Use Criteria and led the county's largest Transit Oriented Development Program, featuring 56 stations, in Charlotte, NC and Transit Oriented Development Manuals in Edmonton, Sacramento, and Orlando.

Together, our team offers deep experience and familiarity with Topeka Metro, the City of Topeka, and their diverse stakeholders. Our team has a proven record of delivering projects similar in scope and scale. We encourage you to review our past work and speak with our reference — you'll find innovative plans and meaningful results that are actively shaping communities and the transportation agencies that shape them.

Our team is committed to an unrivaled level of service and communication — and Topeka Metro's success. We look forward to speaking with you about our team and approach.

Sincerely,



Adam Weigel, AICP
Olsson Project Manager
785.424.5111
aweigel@olsson.com



Shawn Strate, AICP
Lead Planner | Authorized Signature

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PROJECT OVERVIEW

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GENERAL INFORMATION



We're Olsson, a nationally recognized, people-centric planning and design firm with a rich history of planning possibilities and engineering solutions. Founded in 1956 on the very mindset that drives us today, we're here to improve communities by making better connected, economically vibrant, and more sustainable, livable, and resilient. Simply put, we work to leave the world better than we found it.

Olsson's Planning and Engagement team is united by a shared purpose: to make positive impacts in every community we serve through integrated services, creative design, authentic engagement, and meaningful partnerships. We offer the collaborative spirit required to align perspectives and aspirations with practical and innovative possibilities.

At Olsson, we understand the interrelationship between land use, transportation, and community design and have shaped our practice with experts in community planning and design, transportation and transit engineering, and community engagement, necessary to envision, plan, design, and build more livable communities.

Our integrated team has a deep understanding of both community development and transportation investments and their integration. We work with public clients throughout the Midwest in crafting comprehensive plans, small area plans, and zoning tools necessary to realize community aspirations. We also work with transportation and transit agencies to plan, design, construct, and operate their investments to serve the mobility needs of a community.

We exist to generate ideas, balance perceptions, be a trusted sounding board, and offer design wisdom. Our work is grounded in the belief that meaningful planning starts with people. We aim to build local capacity, inspire partnerships, and foster social capital so communities can thrive long after our work is done.



Adam Weigel, AICP, will be Olsson's project manager and Topeka Metro's main point of contact. Adam is a senior transportation planner who has managed long- and short-range planning projects to improve transit services and infrastructure. Adam

recently led an update to KCATA's Bus Stop Guidelines and previously authored the Topeka Metro 2018 Bus Stop Guidelines while serving as Director of Planning at Topeka Metro.

He has 11 years of experience in transit planning, with seven of those years in the public sector with Topeka Metro and Lawrence Transit.

In his tenure at Topeka Metro, Adam helped your staff set the vision of route and capital planning. He understands the complexity of Topeka Metro and has extensive knowledge of working relationships between Topeka Metro staff and the Amalgamated Transit Union (ATU), Metropolitan Transportation Planning Organization (MTPO), and the City of Topeka staff. These factors give the Olsson team an advantage over other consultant teams in knowing the lay of the land, recent dynamics at the agency, and a history of multiple Topeka Metro projects.

Adam will be supported by local and national staff from Olsson and each of our subconsultants. In addition to transit experts at the forefront of this project, Olsson's community planners, traffic, and civil engineering staff are ready to assist with project planning activities.

The majority of Olsson staff working on this project are located in the Kansas City region.



Abby Newsham, right, Transit Supportive Development (Olsson)

YEAR FOUNDED

1956

OFFICE LOCATIONS

Four offices in the Kansas City Metropolitan Area and 30 additional offices nationwide

ORGANIZATION AND STAFFING

We have over 2,000 professionals firmwide offering a comprehensive list of services involving planning and design, engineering, field services, environmental, and technology.

WHAT SETS US APART

Innovation

We passionately solve problems with our deep commitment to making communities better and approach every challenge with curiosity and confidence. Our team has a reputation for delivering excellence, and we aim to solve today's challenges and spark long-term opportunities that transform how communities grow and connect.

Resources

Olsson offers a unique mixture of expertise and creativity, combining planning, design, and technical knowledge into a cohesive process. Our internal resources – engineering, science, design, and technical disciplines – allow us to deliver advanced innovations and realistic solutions.

Outcomes

With a proven track record in community planning, transportation, community engagement, and communications, Olsson offers unmatched experience crafting integrated land use and transportation comprehensive, people-first solutions. Whether tackling complex challenges or celebrating shared successes, we bring energy, vision, and results to every partnership. Olsson's approach is defined by our people-first mindset, multidisciplinary expertise, and proven ability to adapt to each community's unique needs.



OUR EXPERTISE

TRANSIT SERVICES

The Olsson team has extensive experience and qualifications in public transportation planning; operational and capital planning; mobility management; education; technology assistance for transit agencies, state departments of transportation (DOTs), metropolitan planning organizations (MPOs), municipalities, federal agencies, and higher education systems. This background experience and strong understanding of public transportation projects, Federal Transit Administration (FTA) funding programs and requirements, and transit operational experience is why the Olsson team is the right choice for Topeka.

We assist many agencies with service assessment and development plans. These include comprehensive operations analysis, public visioning, and transit development plans. Both Adam Weigel and Shawn Strate previously worked at large transit agencies and led service and bus stop planning efforts, including major strategic service changes, periodic monitoring, and implementing improvements. We understand this process and will bring this to the table for Topeka Metro.

ACTIVE TRANSPORTATION AND MULTIMODAL DESIGN

The Olsson Active Transportation team has decades of experience in bicycle and pedestrian facility planning, design, and implementation. Our diverse experience includes master plans, education and outreach programs, safety awareness campaigns, Safety Action Plans/Vision Zero Plans, Complete Streets Policies and toolboxes, and bicycle and pedestrian facility planning and design. We also understand that for most communities, its biggest real estate asset is its rights-of-way. Realizing the “total” value that a roadway offers is vital to the successful design or re-design of a corridor. Respecting adjacent land uses, originations and destinations, live, work, learn, and play locations are key components of a community’s successful multimodal connected network and will bring a huge return on active transportation investments within a community.

COMMUNITY AND LAND USE PLANNING SERVICES

Each plan we develop is unique, because each community we work with has its own challenges, opportunities, identity, and needs. We have vast experience doing this in Kansas, Missouri, and throughout the Midwest; we’re excited to partner with you. We do not have a template for plans; a new document format, outline, and graphics are created for each of our clients. We tailor our comprehensive plans, small area and corridor plans, zoning updates, and implementation action plans with the community, not for the community, to affirm the outcomes reflect the values and expectations of our clients. This helps to confirm the usability of the resulting plan by Topeka Metro staff members and community partners.



PROJECT UNDERSTANDING



Transportation investments and land development patterns are intrinsically linked—and the transportation system plays a critical role in defining the form, physical character, and economic performance of any community. The street network establishes the block structure, land use interactions, and land accessibility. Mobility choices (automobile, transit, bike, and pedestrian) provided by the transportation system inform the location, mix of uses, density, and form of land development. Conversely, the location, mix of uses, density and arrangement of residential, commercial, and employment areas—generate travel demand, informing circulation patterns and travel choices.

The Topeka Metropolitan Transit Authority (Topeka Metro) plays a critical role in regional mobility, affirming the City of Topeka is served by a balanced transportation system. The most recent numbers show transit ridership has increased again, as of December 2025, topping 73,000 passengers. This number is up 39 percent since the organization's low ridership in 2022, though this number is still below December ridership before COVID-19.

Topeka Metro provides mobility and choice benefits to all of Topeka residents. Yet, when transit's operating principles are integrated into a community's land development process, transit can play a critical role in enhancing a community's livability, economic performance, and affordability.

Affordability is a growing priority in Topeka and has been a primary driver in the city's exploration of land use how its land use standards for two-family and multiple family dwellings are regulated in single family dwelling districts. Combined, housing and transportation costs represent nearly half (45 percent) of the average Topekan household spending. These costs have increased 3.8 percent collectively since 2019.

Focusing on housing affordability alone misses a critical part of the equation. We know transportation costs are largely shaped by land use and infrastructure decisions, affordability is not just a market issue—it is a policy choice. Aligning housing and transit policies allows communities to lower the combined cost of living, not just the price of housing.

Improvements to Topeka Metro's operations through the advancement of transit supportive development principles and multimodal mobility improvements within walking distance of fixed transit routes can be a key tool in improving Topeka's overall livability, economic performance, and affordability.

YEAR	MONTH	CHANGE
2025	73,509	6.98%
2024	68,712	1.93%
2023	67,408	20.92%
2022	55,748	-12.03%
2021	63,371	-11.96%
2020	71,982	-20.57%
2019	90,627	

HOUSEHOLD EXPENDITURES	Topeka Average		
	2019	2023	+ / - since 2019
Housing	25.0%	26.5%	1.5%
Transportation	17.4%	18.6%	1.2%
Food	13.8%	14.1%	0.3%
Healthcare	8.6%	8.8%	0.2%
Insurance & Pensions	13.0%	13.6%	0.6%
Discretionary (All Other)	22.2%	18.4%	-3.8%

Primary Data Sources

1. Bureau of Labor Statistics. Consumer Expenditure Survey, Share of Average Annual Expenditures, 2019 and 2023 editions.
2. Bureau of Economic Analysis. Regional Price Parities, All Items and Rent of Primary Residence, 2019 and 2023.

Modeling Approach

- National expenditure shares are taken directly from BLS CES tables.
- Kansas values are adjusted using BEA statewide RPP.
- Topeka values are modeled using housing specific RPP adjustments and all items RPP adjustments for non-housing categories.
- All categories are re-normalized to total 100% for each geography and year.

The Olsson team understands the objective of this initiative is to facilitate a collaborative initiative where Topeka Metro, the city, private developers, transit users, and the wider community can develop a transit supportive mobility guide that outlines a community-building framework. Executed well, this Transit Supportive Mobility Design Manual should generate several positive outcomes:

- This Design Manual should update Bus Stop Design Guidelines and illustrate how transit stops can be improved to meet the needs of its Topeka Metro’s customers and improve the operations and visibility of the system.
- This Design Manual should identify multimodal improvements serving bus stops to extend the reach of pedestrians and cyclists and ensure transit customers are conveniently delivered to an environment where they can walk, or ride, safely and comfortably to their destination.
- This Design Manual should illustrate how Title 18

(Development Code) of the Topeka Municipal Code can be leveraged to improve Topeka Metro’s long-term performance and demonstrate how transit can improve larger community goals of livability, economic development, and affordability

Most importantly we anticipate the outcomes of this Transit Supportive Principles and Mobility Design Manual could play an important role in advancing Topeka’s Pillars for a Prosperous Community as outlined in the City’s 2040 Land Use and Growth Management Plan.

- **Compact Development** - Maintain an efficient shape and footprint at urban densities rather than a low-density sprawl or linear pattern.
- **Invest in Place/Add Value Where We Are** - Fiscally responsible growth happens where Topeka has already invested. Grow value in Topeka's existing neighborhoods with strategic investments and incentives.
- **Return on Investment** - Topeka's infrastructure and service investments are down payments for the future. It is imperative to develop those areas with existing investments at a level that seeks the greatest return on those initial investments.
- **Urban Development** - Follows Infrastructure and Happens Inside the City land use decisions should be made after an area is annexed and investments in infrastructure and services have been made.
- **Connected, Mixed Use, Walkable Neighborhoods** - Mixing together residential, commercial, and jobs, along with open space and other amenities is to provide a balanced mix of land uses in an efficient and compact pattern. Connected and walkable neighborhoods promote a compact shape and are an amenity for retaining and attracting residents.
- **Focus on Making Topeka a Place People Want to Live First** - Job seekers often pick a city to live before picking a job. Topeka should be a place where people want to live first.
- **Transportation/Housing Choices** - Offering complete streets and multi-modal options are important elements for the livability of our community and extending the capacity of our street system. Neighborhoods shouldn't only be low density single-family. There should be a range of housing types built throughout the community.
- **Economic Diversity** - A diverse economy will help weather economic downturns. Look beyond the traditional large fringe-located manufacturing business to support building up small businesses

We have assembled a team that understands transit and its interrelationship with land use and how these principles can be tailored to Topeka Metro's operations, the City of Topeka's land development policies, and unique insights to the needs and motivations of the private development community.



QUALIFICATIONS

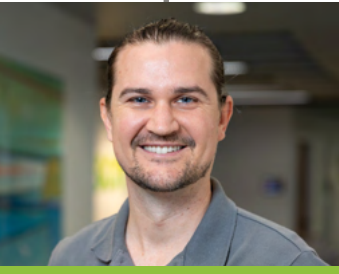
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Personnel Qualifications

 Olsson
 Subconsultant

TOPEKA METRO

Project Advisory Team
 City of Topeka
 Shawnee County
 Metropolitan Topeka Planning
 Organization



Adam Weigel, AICP
 Project Manager



Troy Russ
 Project Director
 Land Use & Transit Integration



Bill Fiander, AICP
 Community and
 Strategic Engagement
Independent Consultant



Abby Newsham, AICP
 Transit Supportive Development
 Principles Lead, Entitlements &
 Development Review Integration



Shawn Strate, AICP
 Transit Facilities and
 Amenities Lead



Shelby Ferguson
 Community
 Engagement Lead



Paul Moore, P.E.
 Street and Bus Stop
 Design Lead



Cheryl Harrison-Lee
 Development Community and
 Economic Development
 Harrison-Lee Development
 Consulting



Tyler Swehla, ASLA
 Bus Stop Design
 Graphic Modeling



David Pulsipher
 Complete Streets and
 Bicycle Facilities



Kyle McLaughlin, AICP
 Active Transportation,
 Micromobility, and
 Wayfinding Lead

ADAM WEIGEL, AICP

Project Manager | Bus Stop Typology & Guidelines Lead

\$203.00 Hourly | 40% Time Commitment

EXPERIENCE SUMMARY

Adam is an accomplished Senior Planner with extensive expertise in transit and multimodal transportation planning, operations, and strategic leadership. His career spans both public and private sectors, highlighted by his tenure as Director of Transit for Lawrence, Kansas, where he managed a \$15M annual budget, led a team of nine staff and 150 contractors, and oversaw a system delivering three million annual rides across fixed-route, paratransit, and microtransit services.

Adam has directed major capital projects, including the \$10M Central Station, introduced electric bus deployments totaling 11 vehicles, and secured more than \$8M in competitive grant funding. He advanced fare-free transit programs, expanded Sunday service, and implemented sustainable mobility strategies that improved access and equity. His technical expertise includes run-cutting operations, bus stop improvements, GIS and GTFS data management, and workforce access programs.

In consulting roles, Adam has conducted simulations and ROI analyses, developed transportation management plans for the Pentagon, and coordinated regional bicycle and pedestrian initiatives. He authored the 2018 Bus Stop Guidelines for the Topeka Metropolitan Transit Authority and is recognized for integrating community partnerships into transportation projects. Adam's work reflects a commitment to creating balanced, connected, and sustainable mobility systems that meet the evolving needs of communities.

RELEVANT EXPERIENCE

- Lawrence Transit and University of Kansas, Central Station Capital Project; Lawrence, KS*
- Flint Hills Area Transportation Agency Inc, On-Call Bus Stop Guidelines; Manhattan, KS
- Kansas City Area Transportation Authority (KCATA), Route Restoration/Transit Planning; Kansas City, MO
- Kansas City Area Transportation Authority, Route Restoration Bus Stop Guidelines; Kansas City, MO
- Mid-America Regional Council Community (MARC), Smart Moves 2025 Update; Kansas City, MO
- MARC, Bi-State Sustainable Corridor Phase 1 Planning; Kansas City, MO

**Previous Experience*



EDUCATION

- M.S., Urban Planning, University of Kansas
- B.S., Arts, Biology, University of Kansas

CERTIFICATIONS/TRAINING

- American Institute of Certified Planners (AICP)

OLSSON EXPERIENCE

- 2025 to Present

OVERALL EXPERIENCE

- 2015 to Present

CONTACT INFORMATION

7301 W. 133rd Street
Suite 200
Overland Park, KS 66213
913.318.4790
aweigel@olsson.com

TROY RUSS, AICP

Project Director - Land Use and Transit Iration
\$310.00 Hourly | 30% Time Commitment

EXPERIENCE SUMMARY

Troy is a land use and transportation planner and community strategist with more than 30 years of experience in public and private sector planning. Known for his values driven approach to integrated land use and transportation, Troy is a recognized leader in transit-oriented development, creating pedestrian environments, complete street policies and designs, and successfully leveraging transportation investments to create more livable and economically vibrant communities.

His work is grounded in a deep understanding of how the uncertainty of change and future growth can erode public trust among residents and business owners. Troy is well versed in municipal government operations and the political realities in which they operate. He crafts inclusive and transparent strategies to build community trust, enabling his clients to navigate complex challenges and make decisions aligned with their values and expectations. His experience in both the public and private sectors provides a well-rounded foundation for his diverse consulting services.

RELEVANT EXPERIENCE

- Prospect South Transit Station Pedestrian, Bike, and Public Spaces Planning and Design, Fort Collins, CO
- City and County of Broomfield, Comprehensive Plan and Transportation Master Plan; Broomfield, CO
- Downtown Denver's Pedestrian Priority Plan; Denver CO*
- Sacramento Regional Transit - A Guide to Transit Oriented Development (TOD); Sacramento, CA*
- Transit-Oriented Development Guidelines; Edmonton, AB*
- Integrated Land Use and Transit Program and 64 Station Area Plans; Charlotte, NC*
- East Lake Station Area Plan, Thornton, CO*
- Federal Transit Administration, New Starts Land Use Criteria; Washington, DC*
- Lynx Mobility Design Manual and Rail Design Manual; Orlando, FL*
- Interstate / Rose Quarter Station Area Plan; Portland, OR*

* Previous Experience



EDUCATION

- Master of City Planning, Georgia Institute of Technology
- B.S., Environmental Design, University of Colorado, Boulder

CERTIFICATIONS/TRAINING

- American Institute of Certified Planners (AICP)

PUBLICATIONS & PRESENTATIONS

- "A New Approach to Comprehensive Planning", APA Colorado Annual State Conference (2023)
- "From Concept to Completion", APA Colorado Annual State Conference (2013)
- **"It's Not OD It's Infill"**, Boulder Real Estate Conference (2010)
- "Implementing Denver's Living Streets" ASCE, Green Street Conference (2010)

OLSSON EXPERIENCE

- 2025 to Present

OVERALL EXPERIENCE

- 1993 to Present

ABBY NEWSHAM, AICP

**Senior Urban Designer - Transit
Supportive Development Lead
\$203.00 Hourly | 30% Time Commitment**

EXPERIENCE SUMMARY

Abby is a seasoned urban designer and planning consultant with nearly a decade of experience shaping context-driven, sustainable, and pragmatic solutions. A proud Midwest native, she is deeply committed to enhancing the economic and social resilience of small- and mid-sized communities and those served by premium transit through thoughtful urban design and planning strategies. Driven by a belief in the transformative power of grassroots initiatives, Abby emphasizes incremental development, human-scaled design, and the thoughtful design of public spaces to foster vibrant and resilient communities. Her expertise lies in championing bottom-up strategies that empower residents and inspire meaningful change, reflecting her vision of urban design as a catalyst for stronger, more connected communities.

RELEVANT EXPERIENCE

- City of Duncanville, Planning Services and Zoning Analysis; Duncanville, TX
- City of Leawood, Comprehensive Plan; Leawood, KS
- City of Excelsior Springs, Comprehensive Plan; Excelsior Springs, MO
- City of Princeton, Comprehensive Plan and Parks and Trails Master Plan Update; Princeton, TX
- City of Pearland, Old Town Revitalization Plan; Pearland, TX
- City of Independence, Downtown Overlay; Independence, MO
- Prospect Avenue Transit-Oriented Development Plan and Zoning Overlay District; Kansas City, MO*
- 31st and Prospect Avenue Development Plan - Kansas City, MO*
- RideKC Development Corporation Transit Oriented Development Guide - Kansas City, MO*
- Westport District Master Plan and Zoning Overlay District; Kansas City, MO*
- Indianapolis Blue Line Transit Oriented Development Zoning Code Amendments; Indianapolis, IN*
- South Central Transit Oriented Development Plan; Phoenix, AZ*

* Previous Experience



EDUCATION

- B.A., Urban Planning and Design, University of Missouri Kansas City

PROFESSIONAL REGISTRATIONS

- American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS

- American Planning Association (APA), Kansas City Chapter Member
- Urban Land Institute, Kansas City, Co-chair for the Technical Assistance Panel Committee | Former Co-chair of the Young Leaders Group
- Small Developers of KC, Founder and Community Organizer
- Congress for the New Urbanism, Member
- UMKC Department of Architecture, Urban Planning and Design, Guest Lecturer
- Strong Towns, "Upzoned" Podcast Host

OLSSON EXPERIENCE

- 2025 to Present

OVERALL EXPERIENCE

- 2017 to Present

SHAWN STRATE, AICP

Lead Planner | Transit Facilities & Amenities Lead
\$227.00 Hourly | 30% Time Commitment

EXPERIENCE SUMMARY

Shawn is a transportation planner with 14 years of experience in public transit planning, operations, and infrastructure development. He specializes in evaluating new service feasibility, optimizing existing routes, and planning for bus stops and multimodal connectivity. Before joining Olsson, Shawn served as Planning Manager for the Kansas City Area Transportation Authority (KCATA), where he led long- and short-range planning initiatives, managed federal compliance processes, and coordinated public engagement efforts. His expertise includes integrating service and community data into strategic plans and ensuring alignment with Title VI and other federal requirements. Shawn's deep understanding of transit agency operations and his ability to translate technical planning into actionable strategies make him a valuable resource for projects requiring rigorous analysis and competitive grant applications.

RELEVANT EXPERIENCE

- City Utilities of Springfield, ConnectSGF Transit Optimization Study; Springfield, MO
- Ozark Regional Transit Authority, Bus Stop Enhancements, Project Manager, Transit Facilities Planning; Springdale, AR
- Kansas City Area Transportation Authority (KCATA), RideKC Next Implementation and Support Services Project Manager; Kansas City, MO
- KCATA, Rock Island Rail Corridor Multimodal Transit-Oriented Development Study; Various Locations, MO
- KCATA, RideKC Next Support Services; Kansas City, MO
- KCATA, Independence Avenue Rapid Bus Transit Study; Kansas City, MO*
- City of West Plains, Comprehensive Land Use Plan; West Plains, MO
- City of Liberty, Comprehensive Land Use Plan Update; Liberty, MO
- Clay County MO Economic Development Council Alliance, Design Study for Corridor Surrounding Highway 152 and I-435; Clay County, MO
- Nebraska Department of Transportation (NDOT), Strategic Planning for Mobility Management; Various Locations, NE
- NDOT, Norfolk Flexroutes Implementation; Norfolk, NE

* Previous Experience



EDUCATION

- Master of Urban Planning, University of Illinois – Urbana-Champaign
- B.S. Political Science; Geography, Oklahoma State University

CERTIFICATIONS/TRAINING

- American Institute of Certified Planners

OLSSON EXPERIENCE

- 2021 to Present

OVERALL EXPERIENCE

- 2004 to Present

DAVID PULSIPHER

Principal Planner | Complete Streets & Bicycle Facilities

\$325.00 Hourly | 20% Time Commitment

EXPERIENCE SUMMARY

David brings more than 20 years of experience in the communications and transportation planning fields. He has led and supported some of the most transformational efforts in the industry, with specific expertise in multimodal transportation, intelligent traffic enforcement, traffic safety, project prioritization and community engagement. David combines his municipal transportation planning experience with an established history of leading and developing successful teams that exceed results.

RELEVANT EXPERIENCE

- City and County of Denver, Community Multimodal Transportation Networks, Program Manager; Denver, CO*
- City and County of Denver, State Highway 285 Hampden Corridor Study, Project Manager; Denver, CO*
- City and County of Denver, Denver Complete Street Design Guidelines, Project Manager; Denver, CO*
- City and County of Denver, Denver Moves: Pedestrian and Trails Master Plan, Project Manager; Denver, CO*
- City and County of Denver, Northwest Denver Connectivity Study, Project Manager; Denver, CO*
- City and County of Denver, Intersection Prioritization Study, Project Manager; Denver, CO*
- City and County of Denver, NACTO Designing Cities: Walk-shop Program Development, Project Manager; Denver, CO*
- City of Chicago, Child Safety Zone and Automated Speed Enforcement Initiative, Program/Project Manager; Chicago/Cook County, IL
- City of Los Angeles Department of Public Works, Los Angeles Bike Master Plan; Los Angeles, CA*
- Culver City, Bicycle and Pedestrian Master Plan; Culver City, CA*
- Los Angeles County Metropolitan Transportation Authority, Metro Blue Line Access to Transit Plan; Los Angeles, CA*
- Santa Clarita Public Works, Santa Clarita Safe Routes to School Action Plan; Santa Clarita, CA*

* Previous Experience



EDUCATION

- M.A., Urban Planning, University of California Los Angeles
- B.S., Journalism, University of Colorado at Boulder

OLSSON EXPERIENCE

- 2025 to Present

OVERALL EXPERIENCE

- 2003 to Present

SHELBY FERGUSON, AICP

Lead Planner | Community Engagement Lead
\$227.00 Hourly | 30% Time Commitment

EXPERIENCE SUMMARY

Shelby is an experienced project manager, planner, and public engagement specialist who has worked on planning and infrastructure projects with communities throughout the United States. She combines her knowledge of urban planning and design to help communities create their visions. As an accomplished engagement facilitator, she engages diverse sectors of the population to confirm all voices are not only heard, but also incorporated into plan outcomes. Shelby leads project teams and works closely with her clients to confirm project timeliness and success.

RELEVANT EXPERIENCE

- Kansas City Area Transportation Authority (KCATA), RideKC Workforce and Infrastructure; Kansas City, MO
- Mid-America Regional Council (MARC), Merriam Getaways Corridor Study; Merriam, KS, Overland Park, KS, Kansas City, KS
- MARC, Merriam Connected Corridor Plan; Merriam, KS, Mission, KS, Overland Park, KS, and Kansas City, KS
- MARC, Rock Island Corridor Study; Kansas City, MO and Jackson County, MO*
- MARC, Shawnee Mission Parkway Sustainable Corridor; Merriam, KS*
- 135th Street Community Bike Plan; Leawood, KS*
- City of Ozark, Corridor Planning Study; Ozark, MO
- City of West Plains, Comprehensive Land Use Plan; West Plains, MO
- Clay County, Comprehensive Plan; Clay County, MO
- City of Raymore, Comprehensive Plan; Raymore, MO
- City of Liberty, Comprehensive Plan; Liberty, MO
- City of Lebanon, Comprehensive Master Plan; Lebanon, MO
- City of Independence, Downtown Overlay; Independence, MO
- City of Ellisville, Comprehensive Plan; Ellisville, MO*
- City of Excelsior Springs, Comprehensive Plan; Excelsior Springs, MO
- City of Gladstone, Comprehensive Plan; Gladstone, MO*

* Previous Experience



EDUCATION

- B.A., Urban Planning & Design, University of Missouri-Kansas City
- B.S., Housing & Design, Missouri State University

CERTIFICATIONS/TRAINING

- International Association of Public Participation (IAP2)

PROFESSIONAL AFFILIATIONS

- American Planning Association (APA)

OLSSON EXPERIENCE

- 2015 to Present

OVERALL EXPERIENCE

- 2006 to Present

AWARDS

- Outstanding Plan for West Plains, Missouri, Connect West Plains Comprehensive Plan, Missouri American Planning Association (APA) (2023)



Kyle McLaughlin, AICP

Senior Planner | Active Transportation, Micromobility, & Wayfinding Lead

\$203.00 HOURLY | 30% TIME COMMITMENT

Kyle is a regional planner who has experience with transportation, mobility, and corridor planning projects for diverse communities ranging from metropolitan areas to tribal groups. He has completed small area plans as well as city-wide multimodal plans. He is well-versed in performing traffic studies, roadway design, and cost/benefit analysis. Kyle also has valuable field experience including surveying and overseeing construction for roadway projects.



Paul Moore, P.E.

Transportation Engineer | Street & Bus Stop Design Lead

\$240.00 HOURLY RATE | 20% TIME COMMITMENT

Paul has 28 years of experience and knowledge in transportation and roadway design. Paul's strength lies in his project management skill and technical acumen. His experience ranges from major interstate improvements to multimodal, complete street improvements. Paul has particular expertise in roundabout design and has completed a number of independent peer reviews for clients.



Tyler Swehla, ASLA

Landscape Designer | Bus Stop Design Graphic Modeling

\$129.00 HOURLY | 20% TIME COMMITMENT

Tyler brings a unique perspective to visualization tasks with his background in landscape architecture and planning. His comprehensive approach enhances the realism and functionality of his models, making them invaluable tools for project planning and execution. Tyler's visualizations will provide a clear and compelling representation of the proposed designs, facilitating better communication with stakeholders and aiding in decision-making processes.



Adam Rankin

Associate Planner | Engagement | Plan Development

\$129.00 HOURLY | 60% TIME COMMITMENT

Adam is a community planner and public engagement specialist. He is a skilled facilitator, able to lead large groups through decision-making exercises. Adam is effectively able to combine his passion and knowledge of urban planning with his engagement work, allowing for seamless translation of ideas to concepts and designs.



Bill Fiander, AICP (Independent Consultant)

Community & Strategic Engagement

40% TIME COMMITMENT

Bill's professional profile as an urban planning practitioner in local government spans three states, four decades, and academia. His work is known to break new ground that incorporates pragmatic yet meaningful progress. He recently took on the task of leading the Public Administration undergraduate program at Washburn University (Topeka, Kansas) after a 26-year career with the City of Topeka where he was Planning and Development Director for the final 10 years overseeing planning, zoning, MPO, permitting, inspection, and affordable housing functions. He has authored and led many notable firsts demonstrating a lifelong passion for the revitalization of historically under-served communities.

Currently at Washburn, he is a lecturer of state/local government, public administration, and city planning. He also supports several media outlets in these areas such as the Insight Kansas opinion column published in statewide newspapers and as a commentator for KSNT's Inside Kansas Politics.

Bill is a graduate of Stanford University with a Master of Urban and Regional Planning from George Washington University. He is a member of the American Planning Association (APA) as well as the American Institute of Certified Planners (AICP).



Cheryl Harrison-Lee (Harrison-Lee Development Consulting)

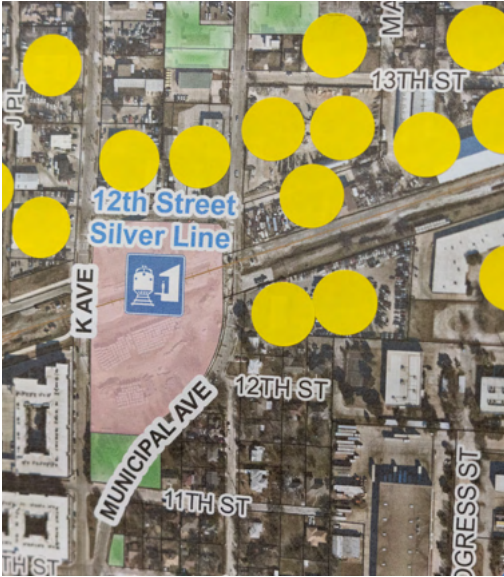
Strategic Executive | Development Community & Economic Development

40% TIME COMMITMENT

Dr. Cheryl Harrison-Lee is an accomplished public sector executive with extensive experience in multimodal mobility planning, transit-oriented development, and strategic infrastructure investment. She has advised Boards of Directors on transportation policy, legislative issues, and technology modernization; led information technology improvement and infrastructure replacement programs; and directed major NEPA-compliant environmental assessments, corridor studies, and Alternatives Analyses in collaboration with federal, state, and local partners.

Her background includes serving as a transit-oriented design consulting team member for the City of Kansas City, Missouri, where she advanced land use planning, station-area development strategies, and multimodal connectivity to support urban revitalization. She has negotiated complex land use and development agreements, overseen intelligent transportation system (ITS) initiatives, and produced major feasibility and mobility studies. As a former city manager, county administrator, and transportation planning leader, she has successfully facilitated consensus-driven processes in Florida, Kansas, and jurisdictions across the United States, working with elected officials, business leaders, neighborhood groups, transportation agencies, developers, and institutional partners to align priorities and advance major projects.

REFERENCES



SILVER LINE STATION AREA PLANS

Plano, Texas

SERVING AS AN EXTENSION TO CITY STAFF TO ENGAGE PLANO.

The City of Plano hired Olsson to serve as a community engagement specialist and technical advisor for several of the city's ongoing planning efforts occurring over three years. We acted as an extension of Plano's Planning Department staff to aid in the development and execution of highly effective planning processes and planning documents. We conducted strategic public engagement that is both accessible and interactive. We drafted public engagement plans for two of their ongoing planning efforts, detailing recommended strategies for marketing materials, social media, press releases, and online and in-person engagement events. As part of this contract, we assisted the city with two planning processes and creation of planning documents – the Community Design Plan and the Silver Line Station Areas Plan.

The city's three-phased Community Design Plan is evaluating design standards for the community with the goal of formulating a concise and detailed document to inform community aesthetics. The City of Plano and Olsson worked together on the Community Design Plan to take direction from the city's 2021 Comprehensive Plan; draft community design standards based on public input; get public review and comment through public engagement; revise and develop the design standards and review criteria; and take the final draft to adoption through the planning and zoning commission and city council. Public engagement tasks included planning and organizing several activities, including a planning and design charrette, online surveys, and in-person and virtual open houses. We also advised the city on the development of project websites and stakeholder groups.

DATES

2023 to 2025

RELEVANCY

- Transit Operations
- Stakeholder and Community Engagement

KEY PERSONNEL

- NA

PROJECT REFERENCE

Drew Brawner

Comprehensive Planning Manager
972.941.7151
dbrawner@plano.gov

PROJECT WEBSITES

- [Plano Community Design Plan](#)
- [Plano Silver Line Station Plan](#)

PROJECT PROFILE

Our objective was to work with the City of Plano to develop and execute highly effective approaches to public engagement that result in consensus-built planning documents that achieve the city's goals. We advised on technical elements of the planning process, including strategy development and implementation planning. The final plans provided measurable standards that supplement the regulations of zoning and subdivision ordinances, thoroughfare standards, and other city ordinances that shape the development and future of Plano.

The Silver Line Station Areas Plan is supporting the installation of two major transit stations coming into Plano with the development of the DART Silver Line, evaluating land use, aesthetics, and character around the transit stations. We conducted and facilitated multiple public engagement opportunities for this plan, including an online public survey, a public open house, a digital open house, and a multi-day planning and design charrette. Each of these engagement opportunities informed the development of the plan.

Olsson provided technical assistance and transit-oriented development expertise in the development of concepts, strategies, and implementation planning for the future of the transit stations.

We worked cooperatively with the City of Plano as an extension of staff to devise and execute a planning process that builds trust and is accessible and transparent.





KCATA ROUTE RESTORATION & TRANSIT PLANNING

Kansas City, Missouri

LET YOUR HEART TAKE YOU TO WHEREVER YOU WANT TO BE.

The KCATA Route Restoration Plan is a series of connected projects focused on improving KCATA's service evaluation and delivery. The four phases of work include:

- Service Guidelines to guide the planning and implementation of transit services, including developing standards for service span and frequency, route alignments, ridership, service effectiveness, and route reliability.
- Bus-Streetcar Connectivity Plan to restructure bus service to better align with the soon-to-open KC Streetcar Main Street and Riverfront extensions.
- Bus Stop Guidelines to update the agency's processes and procedures for locating bus stops, providing passenger amenities at stops, maintain stops in good condition, and provide effective multimodal connections.
- Regional Transit Improvement Plan to create a framework for incrementally improving transit across the region, in locations with no or limited existing services but where needs have been identified.

Through each phase of work, Olsson is helping KCATA update its processes for planning service and infrastructure, monitor system effectiveness and efficiency, and improve multimodal connectivity. This has included making adjustments to multiple phases of work to meet changing budget expectations, in the cause of providing KCATA with implementable products.

DATES

2024 to Present

RELEVANCY

- Transit Operations
- Bus Stop Design Guidelines
- Stakeholder and Community Engagement

KEY PERSONNEL

- Shawn Strate, AICP
- Adam Weigel, AICP

PROJECT REFERENCE

AJ Farris

KCATA

816.346.0332

ajfarris@kcata.org



CONNECTSGF TRANSIT OPTIMIZATION STUDY

Springfield, Missouri

Olsson recently completed a transit optimization study for City Utilities Transit in Springfield, Missouri. This project, branded as Connect SGF, seeks to improve “The Bus” service operated by City Utilities in both the near term and long-term. The project evaluates existing transit services and recommends improvements to better connect the Springfield community. This process included:

- An in-depth review of transportation needs and the existing transit system.
- A public visioning process to define what the community wants the transit system to be.
- Creation of guidelines and alternatives for improvements to explore multiple options for growth.
- An analysis of multiple fare policy alternatives, including a free fare option.
- Development of Short, Medium, and Long-Term Plans to meet the needs and opportunities discovered during the planning process.
- Determining the impact to paratransit services in terms of operating hours, service area, and costs.
- Documentation of how plan recommendations impact the Springfield economy and residents.

Each phase of the process was supported by public engagement opportunities to support plan development, including service and fare alternatives development and selection as well as paratransit service impacts and operating considerations. Olsson excels at bringing together large and diverse datasets and connecting these with public input to create a vision for improving transit service over multiple planning horizons. This includes determining feasible fare policy options that balance the need for operating revenue, passenger affordability, and maximizing ridership. These efforts led to a range of alternatives that are rigorously evaluated based on criteria established by project stakeholders, industry standards, and the community's vision. The Connect SGF plan was adopted in January 2024 and is currently being utilized by City Utilities to implement near-term service improvements and build support and partnerships for long-term growth of services.

DATES

2022 to 2023

RELEVANCY

- Transit Operations
- Stakeholder and Community Engagement

KEY PERSONNEL

- Shawn Strate, AICP

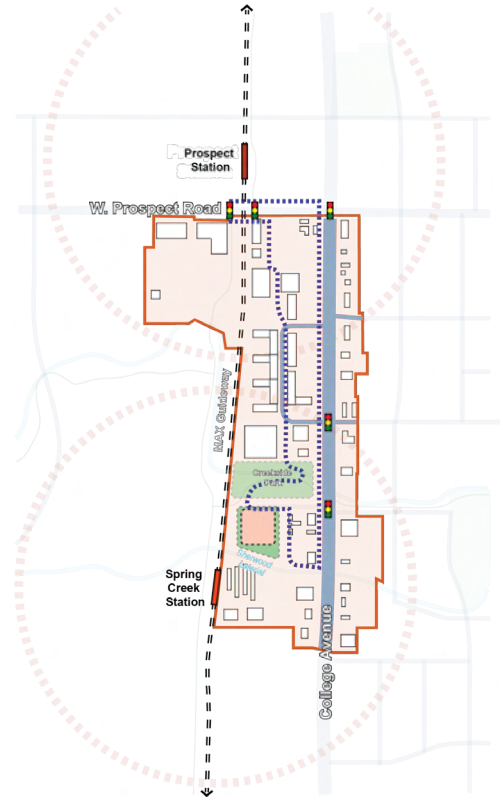
PROJECT REFERENCE

Matt Crawford

City Utilities Transit Director

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matt.crawford@cityutilities.net



PROSPECT SOUTH TRANSIT STATION PEDESTRIAN, BIKE, & PUBLIC SPACES PLANNING & DESIGN

Fort Collins, Colorado

The City of Fort Collins Urban Renewal Authority retained Olsson to advance the Prospect South Community Investment Plan and work with the community and vested stakeholders to identify, prioritize, design, and construct pedestrian, bike, & public space improvements throughout the redevelopment area.

Prospect South sits at the edge of Old Town and the Colorado State University campus and within the station areas of the Prospect South and Spring Creek Max BRT transit stations. 33 projects were identified from prioritized improvements:

- Westside Bicycle & Pedestrian Corridor
- Sidewalk & Crosswalk Improvements along College Avenue
- Green Plaza and/or Outdoor Dining
- Creekside Park Enhancements

Olsson conducted a detailed facility assessment, led two walk + roll audits, facilitated 12 focus groups meetings, a community-wide meeting, and a three-day design charrette to identify and prioritize the projects. Currently, Olsson is now advancing ten projects slated for construction through preliminary engineering and final design.

YEAR COMPLETED

2025 to Present

RELEVANCY

- Multimodal Design (Pedestrian and Bike)
- Walk and Roll Audits
- Stakeholder and Community Engagement

KEY PERSONNEL

- Troy Russ, AICP
- David Pulsipher
- Adam Rankin

PROJECT REFERENCE

Andy Smith

Executive Director
970.416.2517
asmith@fcgov.com



OZARK REGIONAL TRANSIT BUS STOP ENHANCEMENTS

Springdale, Arkansas

Olsson recently conducted a Bus Stop Enhancements Plan for Ozark Regional Transit serving Northwest Arkansas. This process involved a comprehensive review of approximately 420 bus stops and development of a plan to improve selected stops to improve accessibility and comfort for passengers.

The plan process involved creating a comprehensive inventory of existing stops, evaluating the feasibility of infrastructure improvements and passenger amenities at each stop, and a plan with recommendations to implement the desired improvements based on identified funding and other considerations. In addition to improving passenger accessibility and comfort, project goals included operational efficiency, service reliability, safety, aesthetics, and other factors.

The Olsson team provided a combination of project management expertise, transit planning experience, and local knowledge to provide an actionable plan for community-supported bus stop improvements.

This project required close collaboration with multiple municipalities and other stakeholders to determine the appropriate scope and location of improvements that best meet the needs of a growing region.

DATES

2021 to 2022

RELEVANCY

- Bus Stop Design Guidelines
- Stakeholder and Community Engagement

KEY PERSONNEL

- Shawn Strate, AICP

PROJECT REFERENCE

Joel Gardner

Executive Director

479.361.8742

jgardner@ozark.org

INTEGRATED LAND USE AND TRANSIT PROGRAM

Charlotte, North Carolina

These services were led by Troy Russ during his employment with Glattig Jackson.

Over a five-year period, Troy Russ led Charlotte, NC, through the largest transit station area planning initiative in the country, providing transit design, regulatory and municipal infrastructure (\$50 million per corridor) guidance to plan and implement five premium transit corridors and 64 station areas, an area larger in size than San Francisco. The complete effort encompassed:

- South Corridor LRT Line (11 miles, 15 stations)
- North Corridor Commuter Rail Line (26 miles, 12 stations)
- Northeast Corridor LRT (13 miles, 13 stations)
- Southeast Corridor BRT (17 miles 13 stations)
- West Corridor BRT (10 miles, 11 stations)

The process integrated station area (land use) and municipal infrastructure planning into its funded transit corridor planning and design efforts. The process followed the basic principle of leveraging public investments (in this case, the transit investment and associated municipal infrastructure improvements), to enhance and not take away from the livability and sustainability of existing neighborhoods along the corridors and around proposed station locations.

During this effort Troy led the development of the following policy documents and implementation mechanisms to help the City leverage this significant transit investment to create a more livable Charlotte:

- **Transit Station Types Program** - The City's program guide for station location, design, regulatory considerations, and economic development strategies.
- **Transit Corridor Urban Design Frameworks** - The frameworks provided guidance to equip the integrated process with a common language to enable planning and transit staff to make informed decisions on questions regarding detailed land use and transit operation and design considerations.
- **Transit Supportive Development Principles** - The City's policy framework used to guide land use and infrastructure planning and create its new TOD zoning ordinance city-wide.
- **Station Area Plans and Infrastructure Strategies - 64 plans were developed for Charlotte** - Each plan identified specific recommendations for zoning changes, targeted infrastructure improvements, and potential public/private joint development opportunities.



DATES

2002 to 2007

RELEVANCY

- Transit Supportive Development
- Bus Stop Design Guidelines
- Multimodal Facility Design (Pedestrian, Bike, Street Design)
- Stakeholder and Community Engagement

KEY PERSONNEL

- Troy Russ, AICP

PROJECT REFERENCE

Ed McKinney

Deputy City Manager

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edward.mckinney@charlottenc.gov

PROSPECTUS - EQUITABLE TRANSIT-ORIENTED DEVELOPMENT STRATEGIC PLAN

Kansas City, Missouri

These services were led by Abby Newsham during her employment with Multistudio, and Cheryl Harrison Lee of Harrison-Lee Consulting.

Prospect MAX launched in Fall 2019 and quickly became the highest-ridership bus route in the entire regional transit system. ProspectUS aimed to generate a development guide to *“Create equitable neighborhood development strengthened by walkable access to robust, high-frequency public transit.”*

The equitable TOD strategic plan outlines performance expectations, regulatory and capital priorities as part of broader economic development strategy aimed to leverage the premium transit investment to redevelop the corridor as livable neighborhoods where all can produce substantial economic and quality of life benefits.

Equitable Transit-Oriented Development (eTOD) builds on the concepts of TOD to include an emphasis on critical social and economic outcomes: the empowerment of existing residents and stakeholders, opportunities to build neighborhood and personal capacity, and the establishment of anti-displacement and local wealth-building mechanisms.

The process in developing ProspectUS was community-based and focused on implementation strategies that support equitable development. Effective implementation of eTOD will lead to several key outcomes with important benefits to the Prospect community:

- A mix of transit-supportive uses and amenities,
- Opportunities to establish generational wealth through ownership, business, and affordability,
- Neighborhood-scale development,
- A mix of housing opportunities



BUS STOP ENHANCEMENTS PLAN | October 2022



DATES

2024 to 2025

RELEVANCY

- Transit Supportive Development
- Stakeholder and Community Engagement

KEY PERSONNEL

- Abby Newsham, AICP
- Cheryl Harrison Lee

PROJECT REFERENCE

Andrew Clarke

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Department of Kansas City
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andrew.clarke@kcmo.org

PROPOSAL

olsson[®]

A hand-drawn map with a red pushpin and various colored areas. The map features a grid of streets, with some areas highlighted in green and purple. A red pushpin is placed on the map, and a dashed black line outlines a specific area. The map is set against a light background.

PROPOSAL OVERVIEW

We will develop a document with the Topeka community that is functional and concise, balancing the need for practical guidance and strategic vision for Topeka Metro and the City of Topeka. Our five-phase integrated engagement approach will be used to conduct the planning process:

- PHASE 1. INITIATE**
- PHASE 2. DISCOVER**
- PHASE 3. ENVISION AND ENGAGE**
- PHASE 4. DRAFT AND REFINE**
- PHASE 5. IMPLEMENT AND SUSTAIN**



PHASE 1: INITIATE

The Planning Team will go through a series of steps to lay a good foundation for our understanding of Topeka Metro and the City of Topeka.

We will evaluate and analyze existing conditions, prior and ongoing planning efforts, and other factors.

We will then take preliminary steps to establish roles and communication channels before we begin to engage with the community.

Defining the Team.

- **Planning Team:** The Olsson consulting team, including our talented planners, urban designers, landscape architects, economic analysts, engagement specialists, and engineers who will facilitate the planning process, draft the document, and coordinate with the Topeka Metro project team.
- **Topeka Metro Project Team:** Topeka Metro staff members will work closely with the Olsson Planning Team to oversee the day-to-day management of the project and assist with public engagement efforts and certain aspects of the creation of the design guidelines and planning manual. While we will guide the creation of the document, Topeka Metro also has an important role to play in ensuring a successful project. The Planning Team asks that Topeka Metro provide the following products and services:
 - **GIS Data:** all available and applicable GIS shapefiles or geodatabases of geographic/spatial data.
 - **Existing Related Documents:** all available and applicable existing planning documents (either a URL to the digital document or a PDF shared via email).
 - **Topeka Metro Brand Files and Logos:** JPEGs, PNGs, or PDFs of any agency brand guides, logos, etc., to ensure appropriate project branding/visual identity.
- **PFG Members:** names and contact information for desired members of Project Focus Group (PFG).
- **Lead PFG Creation Process:** brainstorm potential PFG members; perform initial contact with potential PFG members, either by phone call or email.
- **City Images Library:** all available previously taken images of/around Topeka.
- **Timely Review of Materials:** provide consolidated comments on project materials in a timely manner.
- **Book Public Engagement Meeting Venues:** cover the cost of and book necessary public engagement meeting venues; secure reservations of venues that meet the needs of the Planning Team.
- **Timely Communications with Planning Team:** provide timely responses to the planning team throughout the project's lifetime.
- **Project Focus Group (PFG):** A multidisciplinary group of key stakeholders with a vested interest in this planning process who will strategically advise and champion the document. The PFG may include residents, elected and appointed officials, business owners, property owners, community group members, students, developers, and others identified with the support of TMTA.
- **Strategic Stakeholders:** Individuals who may not be able to participate in the Planning Focus Group (PFG) but hold essential insights and expertise critical to the project's successful implementation (like representatives of the private development community). Members of the Planning Team will schedule one-on-one meetings with these stakeholders to gather input and ensure their perspectives inform the planning process.

Internal Project Kickoff. Before the planning process can truly begin, all parties must be on the same page. We will start the project with a kickoff meeting between the Planning Team and Topeka Metro Project Team to define expectations and clarify the project’s administrative process. The project’s work scope, schedule, and public engagement strategy will be reviewed, and all parties will leave the meeting with an agreed-upon strategy to complete the Plan on time and within budget. All successful planning efforts must be supported by a solid foundation, and this phase offers the opportunity to do just that.

Creating Planning Partnerships. Outside of Topeka Metro staff members, we depend on a Project Focus Group (PFG) – made up of property owners, business owners, interested residents, developers, students, and more – to act as our sounding board and technical guidance throughout the project. Our engagement practices are balanced between events exclusively for the PFG, one-on-one meetings with Strategic Stakeholders, and events meant for the general public. We use multiple venues, strategies, and portals to create meaningful dialogue and a strong alliance with the committees and the public. This collaboration gathers essential information related to the needs, desires, issues, and potential roadblocks that lie ahead.

Community Engagement Plan (CEP). In coordination with Topeka Metro public engagement tools and strategies will be selected and identified in a detailed CEP to guide the engagement process. The CEP will identify the materials to be used, stakeholders involved and when, and a working timeline and schedule for outreach activities. The CEP will be a living document and regularly evaluated to confirm that public engagement goals are met.

PHASE 1 SUMMARY

Meetings and Engagement:

- Kickoff meeting
- Monthly progress meetings
- Topeka Metro Board Milestone meetings

Deliverables:

- Project Management Plan (PMP)
- Community Engagement Plan (CEP)





PHASE 2: DISCOVER

The DISCOVER phase will allow our Planning Team to better understand the community through analysis of existing conditions, past and current planning efforts, and initial engagement with key stakeholders and Topeka Metro staff members..

The result of this phase will establish a clear set of initial topic areas to explore, backed by data, mapping, illustrative resources, and research.

The information collected will be made accessible to both technical and non-technical members of the community to encourage robust and informed engagement.

Topeka Metro will compile and provide relevant GIS data, and any gaps in data will be filled by the Planning Team through regional and third-party data resources. To the extent data is available, the Planning Team will create a series of existing conditions studies, supported by illustrative maps and data insights to enhance understanding of transit's impact in the balanced transportation system in Topeka and a detailed understanding of the City of Topeka's development review process.

Site Visit and Photographic Inventory. The Planning Team will conduct a comprehensive in-person site visit to supplement existing conditions data and analysis. During this visit, we will capture a photographic inventory of Topeka, focusing on key elements such as land use near transit routes, pedestrian connections from bus stops to destinations, lane configuration on transit routes, multimodal connections to bus stops, and the overall character and aesthetics of the city. These images will help verify and enrich our understanding of current conditions and directly inform Plan recommendations.

Plans Review. A thorough review of existing planning documents will be conducted to identify relevant projects, investments, and policy directions that align with the goals of the new Plan. The Planning Team will gather input from Topeka Metro staff members to understand current priorities and concerns. This task includes an analysis of previous planning efforts, city documents, and implementation outcomes to ensure continuity and build upon past successes. The review will help establish a strong foundation for the new Plan by understanding the historical context and long-range planning trajectory of Topeka Metro. This will include, but not be limited to a review of the following plans:

- Topeka Metro Long Range Transit Plan
- Topeka Metro Bus Stop Guidelines
- Topeka Metro System Analysis
- Futures2045 – Topeka Metropolitan Transportation Plan
- Topeka Bikeway Master Plan
- Pedestrian Master Plan
- Transportation Safety Plan
- Complete Streets Guidelines
- Topeka Wayfinding Plan
- Topeka Municipal Code, Chapter 18

In addition to local plans, the Planning Team will review best practices in TOD and bus stop design guidance from outside agency and municipality plans and discuss with the Project Team opportunities to incorporate strategic elements into the Topeka design manual. Our research will include reviewing:

- TARC Transit Design Standards Manual
- KCATA ProspectUS TOD Strategic Plan
- Lynx Mobility Design Manual

Transportation Network and Facilities Documentation.

The Planning Team will document Topeka’s existing multimodal transportation system, including streets, sidewalks, trails, bikeways, and transit, including existing ridership patterns and bus stop amenities. Findings will be shared through maps, infographics, and supplemental research to illustrate how residents, workers, and visitors move throughout the city. This analysis will help establish a baseline for where existing transit riders are using the system most and highlight opportunity areas to strengthen transit ridership.

It is during this phase of the project that the Planning Team will lead three (3) interactive walk + roll audits to review community assets and character alongside members of the public. These audits will aim to represent three distinct corridor conditions that are present along Topeka Metro’s twelve transit routes.



PHASE 2 SUMMARY

Meetings and Engagement:

- Monthly Progress Meetings
- Monthly PFG Meetings
- TMTA Board Milestone meetings
- Community Walk + Roll Audits (3)

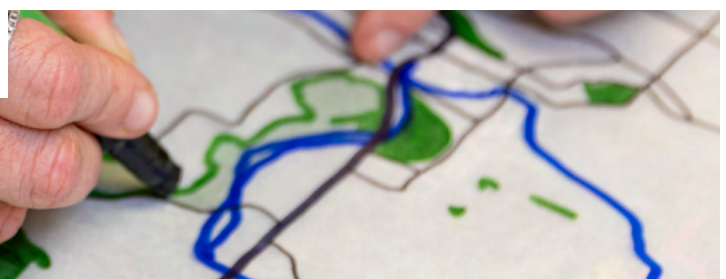
Deliverables:

- Site Visit & Photographic Inventory
- Plans Review
- Policy & Ordinance Review

Walk + Roll Audit

A walk + roll audit is a review of actual walking and rolling conditions against established principles of what makes a truly walkable experience. The most successful walkability audits are conducted with diverse groups of people who bring different experiences and perspectives, as these:

- 1) Allow people to see the environment from different viewpoints ... from people with different backgrounds, ages, and mobilities.
- 2) Help participants understand their many shared values ... to be safe, healthy, economically vibrant, socially connected; and,
- 3) Focus attention on what’s really happening on the ground.





PHASE 3: ENVISION AND ENGAGE

INITIATE and DISCOVER lay the foundation; ENVISION & ENGAGE is the true lifeblood of the planning process.

Though others may consider visioning and public engagement to be two distinct steps in the process, we view them as inevitably and intrinsically linked. Instead of developing ideas independently and then presenting them to the public, we believe stakeholders and the public should be intimately involved in the planning process.

Strategies and tactics take shape through collaborative discussion and design. Community input continues to guide refinement as early ideas evolve into more precise and actionable directions that reflect Topeka's shared aspirations.

We believe true, fruitful public engagement is not a box to be checked; it should be the foundation on which the design manual is based. Ultimately, we want to engage with vested stakeholders and the Topeka community in the way you do. We can employ a variety of engagement tools, including anything you believe would work well in Shawnee County in a platform that is fun.



Furthermore, we know the following:

- All ages must be included in the planning process.
- Creativity and inclusivity are vital to connect with today's world.
- We must meet people where they are; providing convenience and comfort is key.
- Public engagement provides valuable qualitative and quantitative information.

IAP2

SPECTRUM OF PUBLIC PARTICIPATION



INFORM

Educate public on project issues, alternatives, ...



CONSULT

Process public feedback.



INVOLVE

Work directly with the public throughout life of the project.



COLLABORATE

Partner with the public while formulating solutions.



EMPOWER

Obtain and implement public feedback.

LEVEL OF PUBLIC IMPACT

Public engagement activities will be strategically designed to capture meaningful input that directly informs decisions and actions. For this project, different engagement strategies and audiences are needed for different plan elements. The engagement activities will deliver the most effective engagement methods for each key audience and consider the expected outcomes of their participation. Content will be tailored to each audience to ensure high-quality feedback that supports successful document creation.

For example, rather than asking transit riders which bus stops should be improved—an approach likely to yield responses focused on personal use—surveys will focus on what amenity materials and site layouts create the most comfortable waiting environment. This insight will enable Topeka Metro to establish standard amenities and stop designs that best serve riders system-wide. The Planning Team will collaborate closely with the Topeka Metro Project Team to ensure the Community Engagement Plan incorporates locally informed, effective engagement strategies during the post-award scoping process.

Community Discussions Starters. Findings from the existing conditions analysis will be distilled into a series of concise, engaging “issue papers” designed to spark curiosity and conversation. These Community Discussion Starters will highlight historic trends and emerging challenges with long-term implications, encouraging residents and stakeholders to participate. Each paper will be framed to invite dialogue, not conclusions, and may include case studies from peer communities to illustrate relevant strategies. Potential topics include:

- Rider Comfort as Influenced by Bus Stop Amenity Materials and Site Design
- Pedestrian Pathways from Bus Stops to Destinations
- Land Use Influence on Transit’s Access, Comfort, and Convenience
- Relationship Between Bus Route Corridors and Complete Streets Development
- Recent and Upcoming Development Design – Successes and Challenges

PHASE 3 SUMMARY

Meetings and Engagement:

- Monthly Progress Meetings
- Monthly PFG Meetings
- Pop-Up Events No. 1 and No. 2
- Onboard survey (4 hrs)
- Developer Interviews (10)
- Economic Development Stakeholder Meetings (3)
- City Council and Planning Commission Study Sessions (2)
- Public Open House No. 1

Deliverables:

- PFG meeting agendas and minutes
- Engagement Materials – project website, marketing materials, social media content, presentations
- Community Discussion Starters
- Comprehensive Documentation & Summary of Community Engagement





PHASE 4: DRAFT AND REFINE

This phase transforms vision into action by integrating insights from previous plans, best practice research, and robust community engagement.

The result is a set of goals, objectives, and strategies for implementing bus stop amenities, multimodal access and egress, along with guiding principles for transit-supportive design, laying a strong foundation for future progress.

We understand that the priorities and service delivery of Topeka Metro, the City of Topeka, the MTPO, and development community are deeply interconnected. Achieving a balanced mobility system requires a collaborative, integrated approach—one that delivers shared benefits and advances the goals of all stakeholders involved. We are excited to share this perspective with you. Together, we will shape the document to advance bus stop amenity enhancements, multimodal access improvements, and transit-supportive land use development principles—strengthening the role of transit along Topeka’s twelve key corridors.

Goals & Objectives. Supporting Topeka Metro’s vision, this phase will establish more specific goals, and objectives for the community, which may address issues like preferred bus stop amenity materials and types, multimodal connections between bus stops and nearby origins and destinations, land use strategies to support higher transit ridership, and other topic areas identified as important to the Topeka community.

Bus Stop Amenity Capital & Policy Framework. This framework will establish a clear and strategic approach to bus stop amenity planning, budgeting, implementing, and maintaining by emphasizing a right-sizing of capital and staff resources to deliver the highest impact to bus stop improvement. Key components include:

- Development of amenity provision thresholds, based on ridership, service levels, and adjacent land uses, with flexibility for qualitative and political factors.
- Development of staff resourcing prioritization approaches, balancing capital project management and pursuit of grant and partnership support.
- Development of transit amenity asset management plan, including regular rebalancing of amenities to deliver high value for current riders with efficient use of existing resources.

Transit-Supportive Multimodal Network Framework.

This framework provides a comprehensive evaluation of how existing and planned pedestrian and bicycle networks connect to, interact with, and support access to bus stops and bus routes. It will assess the quality, continuity, and safety of these active transportation facilities as they approach transit infrastructure, identifying opportunities to strengthen first- and last-mile connections.

In addition, the framework will examine ways to integrate current wayfinding systems to create intuitive, easy-to-navigate pathways between bus stops and nearby origins and destinations. By leveraging existing signage, landmarks, and navigational tools, the framework aims to enhance the clarity and comfort of the user experience for all travelers accessing transit. Key components include:

- Summary findings from three multimodal accessibility audits.
- Development of multimodal guidelines and toolkit.

Transit-Supportive Land Use Principles Framework.

This framework outlines the policies and procedural steps tailored to Topeka's development review procedures that shape physical development in ways that promote higher levels of transit utilization. It provides a detailed assessment of the City of Topeka's existing policies, codes, and ordinances that influence development patterns, identifying how these tools currently support or hinder the possibility of a more targeted transit-oriented growth. The framework also highlights national best practices and emerging approaches that the city may consider exploring to strengthen the alignment between land use and transit investment.

We all know concentrating more people, jobs, services, and destinations within close proximity to established transit routes enhances the city's ability to grow efficiently. However, the challenge is fitting this known outcome within the Topeka context. Transit-supportive principles must be customized to the local community to affirm success. By tailoring compact, mixed-use, and well-connected development to gain community support, Topeka can improve transportation accessibility, reduce congestion, and support long-term fiscal sustainability while maximizing the value of its transit system. Key components include:

- Development of context-appropriate, transit-supportive land use principles.
- Development of policy and ordinance best practices toolkit.

Drafting the Design Manual. At this stage, the Planning Team will draft a cohesive, comprehensive, and graphically compelling document that synthesizes all previous phases of the planning process, clearly showing Topeka Metro's future direction using maps, imagery,

and robust illustrations as needed (e.g., sketches, renderings, etc.). Once formatted, the draft will be organized and distributed to the Topeka Metro Project Team for initial review. To enhance clarity and support data-driven decision-making, the Plan will incorporate data visualization and mapping tools, including charts, graphs, and maps, ensuring key findings are effectively communicated to stakeholders.

Refining the Design Manual. We will coordinate with the Topeka Metro Project Team to ensure all initial concerns and comments are noted and addressed. A final list of revisions from the review meetings and sessions will be incorporated into the document. These revisions will be based on input from Topeka Metro, city, and MTPO leadership and any others from whom Topeka Metro would like to seek comment – such as the PFG or other agencies. During this phase, we will host the public open house to present refined alternative(s), recommendations, and identified priorities. This open house will give us a chance to receive one final round of feedback from the community before the document transitions from draft to final status. The public draft document will be uploaded to Konveio, an online PDF commenting software to allow any member of the public to provide input.

PHASE 4 SUMMARY

Meetings & Engagement:

- Monthly Progress Meetings
- Monthly PFG Meetings
- Pop-Up Events No. 3 and No. 4
- Public Open House No. 2

Deliverables:

- Draft Contextual Assessment
- Draft Bus Stop Typology and Development Guidelines
- Draft Multimodal Mobility Guidelines
- Draft Transit Supportive Development Principles
- Refined Draft Plan – reviewed by Topeka Metro Project Team and uploaded to Konveio (or other preferred online platform) for collection of broader community input



PHASE 5: IMPLEMENT AND SUSTAIN

Once the “public draft” comments have been revised, they will be coupled with implementation strategies and action steps to support the recommendations.

This will include specific capital investments that align with Topeka Metro’s budgetary capacity, and how the transit-supportive principles can be integrated into the city’s development regulations and development review process.

These strategies will include phasing, prioritization, and cost impacts, and staff time resources for grant pursuits and/or coordination with existing City of Topeka street and sidewalk projects and development review procedures. Combined, the recommendations and implementation strategies will outline the roadmap to achieve the community and agency vision established in the Design Manual.

Implementation is Not an Afterthought. This section of the plan is detailed, specific, and lays out a roadmap to achieve the community and agency vision established in the planning process. In order to set Topeka Metro and the City of Topeka up for success after the Plan has been adopted, we will do the following throughout the planning process:

Empower Topeka’s Committed Stewards. A Plan is not just implemented by Topeka Metro, but through strong partnerships and long-term stewardship that is committed to the vision. Throughout the planning process, champions of the planning effort will arise

as influential community members who are especially invested in the success and implementation of the Design Manual’s recommendations. These people will be critical to the role the document plays in the community after it is adopted, and our process is designed to identify and empower these individuals throughout the process and beyond.

Discover Quick Wins. Our planning process is designed to build both excitement and momentum through public and stakeholder engagement. The process will be visible and interesting, prompting the community to get excited about the future, and the role they play in it. Additionally, the Design Manual itself will identify opportunities for some early “wins” and visible projects to help garner the endorsement of the public after the document is adopted. This will foster visibility and gain support and momentum for long-term ventures.

Design for Day-to-Day Use. The Design Manual will be designed for everyday use as the official policy guide for bus stop improvement and principles guide for multimodal connectivity and land development. We will break complex recommendations and strategies into a readable, illustrative, and digestible format that encourages its use as a “home base” for Topeka Metro.

The Design Manual will be readable and accessible, organized so that community members and developers understand the goals of the plans, the overall recommendations, and the strategies laid out to achieve them. The Plan will serve as a community resource, shaping bus stop improvements, multimodal connections, and development and pointing out the way for years to come. After the process is complete, our team will remain invested in its success and will be a committed partner for Topeka Metro. We are excited to continue to walk with you into the continued and compounded success of the Topeka community.

PLAN ADOPTION

Once the final Design Manual is submitted, Olsson will support Topeka Metro staff members in presenting the document at a Topeka Metro Board meeting. The Design Manual will live online on the project webpage or website as a downloadable PDF format. The document will be organized simply so the public or developers can understand the overarching goals for Topeka Metro, the recommendations, and the strategies laid out to achieve them.

It must be noted that the planning process does not end simply because a document was crafted and adopted. In fact, the **SUSTAIN** phase is where the real work begins. Even the best of plans cannot begin to anticipate what 10 to 20 years in the future may hold. This is the time when the implementation chapter is put to work. The Topeka Metro Project Team and Project Focus Group – the Design Manual’s champions – and Topeka Metro staff members and other identified parties must stay engaged with outlined strategies and tasks to affirm the vision is achieved.

PHASE 5 SUMMARY

Meetings & Engagement:

- Monthly Progress Meetings
- Monthly PFG Meetings
- Adoption Hearings – attendance with presentations

Deliverables:

- Final Plan PDF – a fully-formatted and edited document including formal recommendations and implementation strategies
- Digital Plan Maps – GIS format + Support Files



Troy Russ, right, Project Director (Olsson)



PROPOSED WORK PLAN AND SCHEDULE

PHASES & TASKS	2026												2027				
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR				
Phase 1: Initiate MARCH 2026 - MARCH 2027	[Yellow bar]																
Project Kickoff (In Person)	●																
Project Management Plan	●																
Community Engagement Plan	●																
Launch Project Website	●																
TMTA Progress Meetings (Virtual)		[Yellow bar]															
TMTA Board Milestone Updates (In Person)		●					●			●			●				
Phase 2: Discover APRIL 2026 - APRIL 2026		[Green bar]															
Plans Review		[Green bar]															
Policy and Ordinance Review		[Green bar]															
Site Visit and Photographic Inventory		[Green bar]															
Transportation Network and Facilities Documentation		[Green bar]															
Phase 3: Envision and Engage MARCH 2026 - MARCH 2026	[Blue bar]																
Press releases, Social media, and other marketing	[Blue bar]																
Project Focus Group Meetings (In Person)		●	●	●	●	●	●	●	●	●	●	●	●	●	●		
Digital Survey No. 1		●	●														
Pop-up Events No. 1, 2 (In Person)		●	●														
Onboard Survey (In Person)		●	●														
Public Open House No. 1 (In Person)		●	●														
Community Walk & Roll Audits (In Person)		●	●														
Economic Development Stakeholder Meetings (In Person)		●	●	●													
(10) One-on-one Developer Interviews (In Person)		●	●	●													
(1) City Council & Planning (1) Commission Study Sessions (In Person)			●	●													
Phase 4: Draft and Refine APRIL 2026 - JANUARY 2027		[Orange bar]															
Draft Contextual Assessment		[Orange bar]															
Draft Bus Stop Typology and Development Guidelines			[Orange bar]														
Draft Multimodal Mobility Guidelines			[Orange bar]														
Draft Transit Supportive Development Principles			[Orange bar]														
Digital Survey #2																	
Pop-up Events #3, 4																	
Public Open House #2																	
Refined Plan																	
Phase 05: Implement and Sustain JANUARY 2027 - MARCH 2027													[Yellow bar]				
Final Plan with Implementation Plan													[Yellow bar]				
Adoption Hearing (In Person)													●	●			
Digital Plan, Map, Files															●		

COMMUNITY ENGAGEMENT PLAN

Successful engagement is not measured by attendance numbers alone or by the volume of comments collected. For Olsson, successful engagement is when people see themselves in the plan, when residents recognize their stories, their neighborhoods, and their aspirations reflected in the ideas on the page. It is when engagement moves beyond “checking the box” and becomes a shared act of stewardship, where the community understands not only what is being proposed, but why it matters and how they can help shape it.

At Olsson, engagement is not a standalone task or a single phase, it is a core operating principle that runs through the entire planning process. From the earliest conversations that frame priorities and define questions, to the testing of ideas, refinement of concepts, and alignment around implementation, engagement continuously informs direction. Each interaction builds on the last, allowing community insight to evolve alongside technical analysis and ensuring that decisions are shaped by both data and lived experience. With Bill Fiander on the project team, this planning effort also gains the opportunity to integrate Washburn University student research, outreach, and technical support. This collaboration brings valuable local knowledge to the project while supporting meaningful capstone projects.

Our approach is intentionally layered and adaptable. We use a diverse engagement toolbox that blends in-person dialogue, digital participation, and visual storytelling to reach people in different ways and at different moments. This toolbox allows us to listen broadly, dive deeply where needed, and return to the community with clarity, demonstrating how input influenced outcomes without overwhelming participants or repeating the same conversations.



We have dozens of public engagement tools available to the Project Team. While we have detailed our recommendations for the Transit Supportive Principles Mobility Design Manual in this proposal, we will work with you to pick the tools that work best for engaging your residents. Our engagement approach is always tailor-made, and we value your input in designing the approach that works best for TMTA. **Let’s chat about what works best for you!**

COMMUNITY WORKSHOPS

A defining element of this toolbox is the Community Workshop series, a multi-day, hands-on series of engagement sessions where the community, city staff, and project team come together to actively shape the plan in real time.

Unlike traditional public meetings, Community Workshops are immersive and highly interactive. They create dedicated space for focused collaboration, allowing participants to see ideas take shape, test alternatives, and respond to evolving concepts as the work unfolds. Over the course of multiple days, the plan becomes tangible, maps change, frameworks evolve, priorities are debated, and solutions are refined with direct community input. Topeka Metro's planned community walk and roll audits fit perfectly into this model.

These workshops are intentionally iterative. Feedback is not simply collected and reviewed later; it is incorporated into the work as it happens. A morning Project Focus Group workshop may inform an evening Public Open House, with the Project Management Team working diligently in-between to distill and visualize ideas. Participants can see how their voices influence direction, building trust, transparency, and shared ownership in the outcome. This real-time exchange helps bridge the gap between technical analysis and lived experience, ensuring the plan reflects both professional expertise and community wisdom.

Community Workshops also provide a unique opportunity for alignment. They bring together residents, business owners, local partners, developers, city departments, and transit staff in the same space, fostering shared understanding and breaking down silos. The result is a planning process that feels open, collaborative, and dynamic, one where the community is not reacting to finished ideas but actively shaping them.



FROM PROCESS TO PRODUCT: FINAL DELIVERABLES THAT CARRY TOPEKA FORWARD

The value of a planning process is ultimately measured by what it produces, and how those products are used. For Olsson, final deliverables are not simply reports to be filed away; they are tools designed to communicate, guide action, and support long-term implementation. Olsson will provide a file sharing site to facilitate easy access to deliverables for Topeka Metro.

Our approach to final deliverables is rooted in clarity, accessibility, and adaptability. We believe plans should be as engaging as the process that shaped them, using a variety of formats to meet different audiences where they are. Whether someone is reading a printed plan, exploring an interactive map, watching a short video, or presenting recommendations to an elected body, each deliverable plays a role in telling the community's story and advancing its goals.

We intentionally work across multiple mediums, graphic-rich documents, maps and GIS tools, interactive web platforms, dashboards, illustrations, and presentations, to ensure the plan is understandable, shareable, and actionable. Each format reinforces the others, creating a cohesive family of deliverables rather than a single static product.

Visual storytelling is a key component of this approach. Diagrams, renderings, and illustrations help translate policy into place, showing how recommendations might feel on the ground. Mapping and GIS tools allow staff and decision-makers to explore data spatially and track progress over time. Interactive web tools and dashboards keep the plan accessible and relevant long after adoption.

Just as important, these deliverables are designed to evolve. They support ongoing updates, performance tracking, and future decision-making, ensuring the plan remains a living resource rather than a snapshot in time.

In the end, every community is different, and Topeka Metro's plan must reflect that uniqueness. Our final deliverables will be tailored to Topeka's community culture, capacity, and goals, reinforcing the idea that the plan belongs to the people who will use it. By pairing an immersive engagement process with thoughtful, flexible deliverables, Olsson helps communities carry their vision forward—confidently, collaboratively, and with purpose.

BUDGET

Phase	Corresponding RFP Elements	Cost
Phase 1: Initiate	Task 1: Project Management	\$20,072
Phase 2: Discover	Task 3: Contextual Assessment	\$29,452
Phase 3: Envision & Engage	Task 2: Community Engagement	\$56,706
Phase 4: Draft & Refine	Task 4: Bus Stop Typology and Development Guidelines Task 5: Multimodal Mobility Guidelines Task 6: Transit Supportive Development Principles	\$75,522
Phase 5: Implement & Sustain	Task 7: Implementation Framework and Next Steps, Task 8: Document Packaging and Final Design Manual	\$11,800
Materials/Travel	N/A	\$4,000
Total Not-to-Exceed Project Cost		\$197,552

PART V – ATTACHMENTS

The forms provided in this section should be completed and included in the proposal package.

PLEASE NOTE: Return only one Acknowledgement – there are separate acknowledgement forms for sole proprietorship/partnership and corporations.

The information included in all of the following forms is required. If you include your own version of a form, please ensure that all required information is incorporated. The Evaluation Committee will consider any missing or incomplete forms as not responsive, which may result in your proposal being withdrawn from consideration.

Acknowledgement (Individual/Partnership)
Acknowledgement (Corporation)
Acknowledgement of Addenda
Buy America Certification
DBE Certification
Fly America Certification
Lobbying Certification
Non-Collusion Certification
Power of Execution
Price Quote
Proposal Change Request
Suspension/Debarment Certification

ACKNOWLEDGEMENT OF ADDENDA

The following form shall be completed and included in the proposal. Failure to acknowledge receipt of all addenda may cause the proposal to be considered unresponsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the Proposal. Make copies of this form if more than five (5) addenda were issued.

ACKNOWLEDGEMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda to RFP TM-26-01:

Addendum Number Q&A 1 Dated: January 12, 2026

Addendum Number Q&A 2 Dated: January 15, 2026

Addendum Number _____ Dated: _____

Addendum Number _____ Dated: _____

Addendum Number _____ Dated: _____

Proposer Olsson, Inc.

Street Address 7301 W. 133rd Street, Ste. 200

Street Address _____

City, State, Zip Code Overland Park, KS 66213

Authorized Signature 

Name Shawn Strate

Title Lead Planner

Telephone Number 816-442-6084

Facsimile Number (FAX) NA

E-Mail Address sstrate@olsson.com

BUY AMERICA CERTIFICATION

Proposer will certify either compliance or non-compliance, not both. This certification must be submitted with the proposer's response.

Certificate of Compliance with 49 USC 5323(j)

The bidder hereby certifies that it will meet the requirements of 49 USC 5323(j), and the applicable regulations in 49 CFR Part 661 and any amendments thereto.

Signature:  _____

Name & Title: Shawn Strate, Lead Planner

Company: Olsson, Inc.

Date: 1/29/2026

Certificate of Non-Compliance with 49 USC 5323(j)

The bidder hereby certifies that it cannot comply with the requirements of 49 USC 5323(j) and 49 CFR 661.5, but it may qualify for an exception pursuant to 49 USC 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 CFR 661.7.

Signature: _____

Name & Title: _____

Company: _____

Date: _____

DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. Metro’s overall 2025-2027 goal for DBE participation is 1.68%; the race neutral goal is 0.78%, and the race conscious goal is 0.90%. There is no contract goal for this procurement.

The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor’s receipt of payment for that work from Metro.

The contractor may not hold retainage from its subcontractors.

The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

Signature:  _____


Name and Title: Shawn Strate, Lead Planner

Company Name: Olsson, Inc.

Date: 1/29/2026

FLY AMERICA CERTIFICATION

The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and sub-recipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

Signature:  _____

Name and Title: Shawn Strate, Lead Planner

Company Name: Olsson, Inc.

Date: 1/29/2026

LOBBYING CERTIFICATION

The undersigned contractor certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. See 49 CFR 20.100.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 USC 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure. See 49 CFR 20.400.]

The undersigned contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 USC 3801, et seq, apply to this certification and disclosure, if any.

Signature:  _____

Name and Title: Shawn Strate, Lead Planner

Company Name: Olsson, Inc.

Date: 1/29/2026

NON-COLLUSION CERTIFICATION

This is my sworn statement to certify that this proposal was not made in the interest of or on behalf of any undisclosed entity. This proposal is not collusive.

This proposer has not been a party to any agreement or collusion in restraint of freedom of competition by agreement to bid a fixed price, to refrain from bidding, or otherwise. This proposer has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Topeka Metropolitan Transit Authority, or of any proposer, or anyone else interested in the proposed contract.

Signature:  _____

Name and Title: Shawn Strate, Lead Planner

Company Name: Olsson, Inc.

Date: 1/29/2026

POWER OF EXECUTION

Authorization of Bidder

The undersigned, an _____ Officer _____ of
(officer, partner, proprietor, etc.)

_____ Olsson, Inc. _____
(name of company)

a _____ Corporation _____
(corporation, partnership, proprietorship)

having its principal office or registered agent at _____ Olsson, Inc. _____,
hereby certifies that the Company has duly authorized by appropriate action and/or hereby does

nominate, constitute, appoint and authorize _____ Shawn Strate _____
(name of individual signing document)

with full power to act _____ alone _____, on behalf of
(alone or in conjunction with another person)

_____ Olsson, Inc. _____
(name of company)

and thereby to make, execute, seal and deliver on its behalf as CONTRACTOR and as its act and deed any and all proposals, contract proposals, contracts, change orders, monthly and final payment certificates and other like instruments. Such proposals, contract proposals, contracts, change orders, monthly and final payment certificates and other like instruments shall be binding upon said company as fully and to all intents and purposes as if such instruments had been duly executed, acknowledged and delivered by the authorized officers of the company when executed, by the aforementioned person(s).

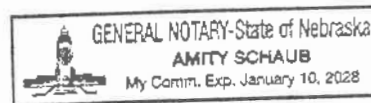
_____ Olsson, Inc. _____
Company

Signature Title Secretary

_____ 1/30/2026 _____
Date

ATTEST:

Notary Public (if proprietorship)
Secretary of Corporation (if corporation)
Partner (if Partnership)



PROPOSAL CHANGE REQUEST

Complete this form for each condition, exception, reservation, or understanding (i.e., change) in the proposal. See PROPOSAL SCHEDULE, page 5 of this RFP, for the due date of all requested Proposal Changes.

Change Number NA

Proposer Olsson, Inc.

RFP Number – TM-26-01 Page: _____ Section: _____

Metro’s Current Requirement:

Proposer’s Requested Change:

SUSPENSION / DEBARMENT CERTIFICATION


In regard to 2 CFR Parts 180 and 1200

In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates:

- 1) is included on the federal government’s suspended and debarred list;
- 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified;
- 3) within three years preceding this proposal, has been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and
- 5) has had any public transaction terminated for cause or default within three years preceding this proposal.

The contractor is required to include this requirement in any subcontracts related to this contract.

By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government’s suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

Signature:  _____

Name and Title: Shawn Strate, Lead Planner

Company Name: Olsson, Inc.

Date: 1/29/2026