



PROPOSAL TO PROVIDE SERVICES FOR

**Topeka Metropolitan Transit Authority (TMTA)**

**TRANSIT SUPPORTIVE PRINCIPLES  
MOBILITY DESIGN MANUAL**

RFP TM-26-01

January 29, 2026

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Topeka Metropolitan Transit Authority  
Richard Appelhanz  
201 N. Kansas Avenue  
Topeka, KS 66603



**WSP USA**  
100 SE 9th St  
Suite #400  
Topeka, KS 66612  
T +1 785-272-6830  
www.wsp.com

## RE: Request for Proposals, Transit Supportive Principles Mobility Design Manual

Dear Mr. Appelhanz,

I write today with enthusiasm for the opportunity to support the Topeka Metro Transit Authority (TMTA) through our proposal for the Transit Supportive Principles Mobility Design Manual. With 52 years of service to Topeka and Shawnee County, TMTA continues to evolve, providing residents with safe, reliable, courteous, and efficient transportation. The **WSP USA Inc. (WSP)** team shares this commitment and is purpose-built to help TMTA update its 2018 Bus Stop Design Guidelines and expand the Manual with contemporary transit-supportive development principles and mobility design practices.

### Proximity That Powers Reliability

Our team pairs long-standing regional presence with national expertise. Project management and most project activities will be led by staff from our Topeka and Kansas City offices, together with our partners at Confluence's Kansas City team. This proximity allows us to provide responsive support, engage in-person without excessive travel, and work as an extension of your staff throughout the project.

### A Team Shaped by Real World Transit Planning

Our team is grounded in direct, relevant experience working with small urban transit agencies and local partners across the Midwest. Recent work, including Johnson County Transit (JCT) planning, Kansas City On-Call Transit Planning Services, gives our team an understanding of corridor conditions, stakeholder priorities, and development review contexts that translate directly to Topeka's needs. Additionally, our project manager **Andy Fry, EIT** brings multimodal planning and community-focused transportation experience across Shawnee County and the region. His longstanding collaboration with stakeholders and track record of helping Topeka secure competitive funding make him the right choice in leadership for this guidelines update.

#### ANDY FRY: A LEADER WITH TOPEKA METRO ROOTS

- ✓ **7 years of direct experience at Topeka Metro** as Director of Planning and Special Projects Engineer.
- ✓ **Extensive local familiarity** with Topeka's corridors, neighborhoods, development patterns, and interagency dynamics.
- ✓ **Proven ability to coordinate complex, multi-jurisdictional projects** that require close collaboration between Topeka Metro, the City of Topeka, and other regional partners.



### Expert Guidance for a Clear, Actionable Design Manual

WSP's regional depth, supported by national specialists, provides TMTA immediate access to planners, urban designers, transit facility experts, and multimodal analysts. We produce plans and manuals that are visually compelling, operationally grounded, and actionable, tailored specifically to Topeka's land use patterns, mobility goals, and transit operations. Combined with Andy's local insight and technical background, the team will integrate transit planning, urban design, and multimodal analytics to create a manual that is both ambitious and practical.

*WSP acknowledges receipt of all addenda and is committed to providing the key personnel identified in the proposal for the duration of the project. We look forward to the opportunity to partner with TMTA, the City of Topeka, and MTPO to deliver a manual that is readable, highly illustrative, and implementable, strengthening multimodal connectivity and reinforcing transit supportive development along TMTA corridors.*

If there are any questions or if you would like to discuss the proposal further, please feel free to contact me at 737-703-3897. We appreciate your consideration and look forward to working together to support the future of transit in Topeka.

Sincerely,

**Casey Carlton**  
Principal-In-Charge | Senior Vice President  
casey.carlton@wsp.com  
737-703-3897

**Andy Fry**  
Project Manager | Lead Transportation Planner  
andy.fry@wsp.com  
785-608-1947

# 01 PROJECT OVERVIEW

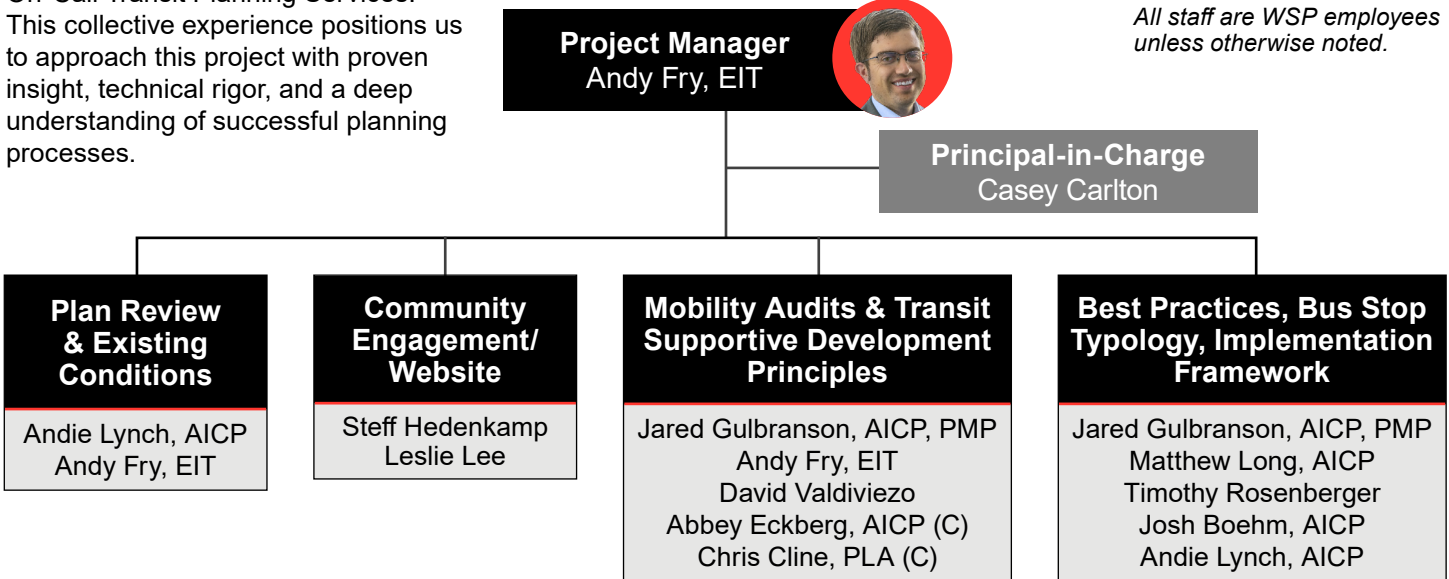
## A. GENERAL INFORMATION

The WSP team brings a strong track record of collaboration on major planning efforts, including the JCT Bus Stop Inventory Project, JCT Five Year Visioning Strategy, and Kansas City On-Call Transit Planning Services. This collective experience positions us to approach this project with proven insight, technical rigor, and a deep understanding of successful planning processes.



🔑 Key personnel  
(C) Confluence

*All staff are WSP employees unless otherwise noted.*



## THE WSP TEAM



**WSP USA Inc. (WSP)** is the U.S. operating company of one of the world's leading engineering and professional services firms. For TMTA, WSP will be leading the Transit Supportive Principles Mobility Design Manual with their project management, public outreach specialists, subject matter expertise and the QA/QC team. We will be providing leads for all parts of the project including the Contextual Assessment, Bus Stop Typology and Development Guidelines, Multimodal Mobility Guidelines, and the Implementation Framework.

WSP is dedicated to serving local communities, we are planners, engineers, technical experts, strategic advisors, construction management professionals, and communications and public involvement consultants. WSP USA designs lasting solutions in the transportation, buildings, energy, water and environment sectors, and effectively and authentically communicates about these solutions to target audiences. With nearly 15,500 people in 300 offices across the U.S., we have planned, designed, and managed the construction of some of the most iconic transit and rail systems, high-rise buildings, bridges, highways, and tunnels across the U.S., and communicated the complexities and opportunities for effected communities along the way. The Communications and Public Involvement (CPI) Practice of WSP was created more than 10 years ago to provide communications and engagement.

WSP's team will primarily consist of staff from the Topeka and Kansas City offices. The Topeka office has been active in Topeka for approximately 19 years, currently with 30 staff in office. The Kansas City office has been a part of the metropolitan Kansas City community for more than 20 years, with over 80 professional staff serving a variety of clients. WSP USA Inc. is a wholly owned subsidiary of Parsons Brinckerhoff Holdings Inc. Effective October 31, 2014, the subsidiaries of Parsons Brinckerhoff Holdings Inc. were acquired by WSP Global Inc., a Canadian based corporation. The financial statements of the subsidiaries of WSP Global Inc., which include WSP USA Inc., are consolidated in the audited FY 2022 statement.

WSP's transit and mobility staff have experience in developing transit plans and approaches for system in the Midwest and smaller properties. While it can be impressive to have large urban clientele and experiences, the budgets and realities of smaller transit properties, their communities and ridership is a unique niche of its own. Having worked for directly and in consulting capacity for transit properties in Kansas, Missouri, Arkansas, Ohio, Nebraska, Oklahoma, Colorado and more, WSP is well versed to provide transit solutions for system with TMTA's scale and funding extents. WSP aims to shape the communities of tomorrow and help society thrive by delivering sustainable, innovative solutions for complex challenges in infrastructure, environment, and buildings, leveraging its world-class technical expertise.

**CONFLUENCE** Complementing WSP's technical and mobility expertise is our teaming partner, **Confluence**. Confluence is a professional consulting firm comprised of landscape architects, urban designers and planners. Our staff of 70+ includes 40 licensed landscape architects and AICP certified planners—and our firm is comprised of energetic, creative, and passionate people who are involved in making our communities better places to live. The diversity of its work and expertise has become a hallmark of the firm, and it's a big reason why its clients engage us again and again to help establish their next creative vision for the future. We offer a wide array of design and planning capabilities, crafting urban design and community planning solutions, to representing our clients during construction implementation. With over twenty years of award-winning experience and hundreds of completed projects, Confluence has shaped the practice of landscape architecture, planning and urban design across the Midwest.

Together, WSP and Confluence offer a highly coordinated team with hands-on experience in Topeka and surrounding communities, backed by national expertise and a proven record of helping public agencies secure funding and advance community-focused mobility initiatives. This combined capacity positions us to deliver a Mobility Design Manual that is actionable, visually compelling, and grounded in Topeka's long-term goals for transit, land use, and multimodal connectivity.

## TEAM RATE AND AVAILABILITY TABLES

In accordance with RFP requirements, the tables below present the hourly rates and anticipated time commitments for each member of our project team. These rates are fully loaded, all-inclusive rates—reflecting hourly labor, overhead, and any fixed fees. This information demonstrates the depth of expertise assigned to the project and confirms that our team has dedicated the appropriate level of availability to TMTA project needs and timelines.

Name	Rate	Name	Anticipated Time Commitment
Andy Fry	\$160.15	Andy Fry	70%
Andie Lynch	\$111.39	Andie Lynch	70%
Steff Hedenkamp	\$190.71	Steff Hedenkamp	60%
Leslie Lee	\$132.61	Leslie Lee	70%
Jared Gulbranson	\$246.54	Jared Gulbranson	35%
David Valdiviezo	\$165.22	David Valdiviezo	60%
Abbey Eckberg	\$115.00	Abbey Eckberg	70%
Chris Cline	\$235.00	Chris Cline	40%
Matthew Long	\$243.12	Matthew Long	40%
Timothy Rosenberger	\$256.33	Timothy Rosenberger	30%
Josh Boehm, AICP	\$193.94	Josh Boehm, AICP	50%

## B. PROJECT UNDERSTANDING

TMTA has been improving amenities and integrating its bus stops and facilities into the community for the last decade as a part of its bus stop improvements initiative that started with Board Chair, **Jim Ogle**. While enhancements to service frequency and hours would also be welcome, much of the grant opportunities available focus on capital expenditure, and there are funding limitations that hinder adding significant hours of service. For this reason, TMTA's Board of Directors and Staff have focused on other mechanisms to enhance the quality of the service for their ridership.

TMTA has dedicated itself to providing safe, comfortable and conveniently located bus stops adjacent to residential neighborhoods, retail hubs and industrial districts. There is commonly both state and federal funding to support such improvements. WSP has extensive experience in developing grant applications of this nature and would look to provide some options requested in the scope of this project.

With its integration into the City of Topeka's development processes, TMTA is also able to participate and positively influence accessibility to transit stops, and bicycling and walking facilities across the community. Understandably with the experience of participating in the development process, TMTA Staff now want to go further into adapting existing codes and practices to allow and encourage transit facilities more inherently into the City's processes.



*Amenities like the solar powered bus stop lighting were brought about by TMTA Staff innovation in the Maintenance Department and bring to light the need to engage with all elements of TMTA in developing the final deliverables of this project.*

All bus riders continue their journey beyond the bus stop into the community, and TMTA wants to make those public and retail facilities accessible to its ridership as

well. This happens by making sure things like sidewalks are connected or that building setbacks are not significant distances from public sidewalks.

TMTA started making tremendous strides in defining the community improvements around a decade ago, and most recently captured its best practices of bus stop guidelines in 2018. Over subsequent years, with coordination with City of Topeka Public Works staff and consultants, TMTA has continued to adapt its bus stop development approaches.

National best practices from entities like National Association of Transportation Officials (NACTO), American Public Transportation Association (APTA), Community Transportation Association of America (CTAA) and other transit and public works supporting entities have continued to improve the integration of transit and active transportation modes into our public right of way spaces. The City of Topeka continues to have generational refurbishments of transportation corridors like SW 12th Street, SW Topeka Boulevard, and SE Quincy etc. These are opportunities to improve the use of those public spaces and implement more modern ideas to make public transportation spaces both safe and comfortable for all users.

Using the community's input, TMTA hopes to use this plan, to improve its transit infrastructure. It will also integrate these goals into Topeka and Shawnee County's Development processes for both private development and infrastructure processes.

This plan represents a deeper dive into how to develop bus stop facilities that are ingrained into the Topeka community. This effort will not only enhance the quality of the transit experience, but it will make transit more intuitive and more likely for Topekans to take advantage of the transportation opportunities TMTA provides.



*Topeka Metro has worked to coordinate with City Planning Staff as well as 3rd party micromobility operators through several iterations of scooters and mobility devices. This should assist in developing related guidelines for future efforts.*

The Transit Supportive Principles Mobility Design Manual that TMTA is seeking to develop in this project will help

set the bar for both TMTA and the community by taking extensive community input of users, leaders, and invested stakeholders to create a blueprint for a more intentionally transit-focused right-of-way space.

Using assessments of the existing plans, guiding documents, and community planning efforts, paired with a survey of on-route facilities, TMTA will capture the status and background of transit's existing physical foothold in the community. This will inform the discussions and walking audits with stakeholders and allow the development of future best practices, a re-envisioned bus stop typology and development guidelines, as well as the various elements making up the multimodal mobility guidelines.

It will be key to engage the City Public Works staff as well as Transportation Planning Staff as well as the Complete Streets Advisory Committee in the development of the mobility guidelines. **Other key stakeholder examples include:**

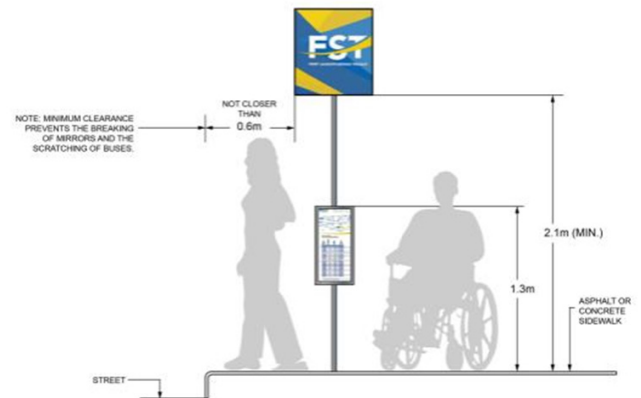
- City of Topeka Americans with Disabilities Act (ADA) Advisory Council
- TMTA's Advisory Committee on Accessible Transportation Services
- Lois Curtis Center, formerly known as TILRC



*The Lois Curtis Center (formerly TILRC) was involved in advocating to TMTA for some of the earliest low floor buses and ADA elements for TMTA buses. Continuing this engagement with the Lois Curtis Center and other key stakeholders is pivotal in developing documents representative of the Topeka community's needs.*

The Transit Supportive Development Principles Mobility Design Manual will have to engage City Land Use Planning in an effort to ensure the authentic and invested development of meaningful and effective guidelines that will be implementable and relevant. WSP staff have extensive experience engaging with Dan Warner, Director

of Planning Development and Housing Services and his planning staff, having worked on various community and neighborhood level projects and concerns. Many planning firms can construct a plan that works on paper, but a meaningful plan comes from full engagement with the right partners. Those partners engage based on having relationships. WSP has taken the time to garner those relationships. These relationships will help to bring the necessary partners to the table and build trust that this process is worth investing in their time and public resources in.



*Signage placement for a basic (Class 3) bus stop.*

# 02 QUALIFICATIONS

## A. PERSONNEL QUALIFICATIONS



Andy's local proximity and quick communication style make the district's access to him direct and timely:

andy.fry@wsp.com  
785-608-1947

### FIRM

- WSP

### YEARS OF EXPERIENCE

- 15; 8 with current firm

### EDUCATION

- BS, Mechanical Engineering

### LICENSES/REGISTRATIONS

- Engineer-In-Training (EIT), State of Kansas

### AFFILIATIONS

- Institute of Transportation Engineers (ITE)
- Young Professionals in Transportation (YPT)

## ANDY FRY, EIT PROJECT MANAGER

Andy brings 15 years of hands-on experience in multimodal planning, community-focused design, and safety-oriented transportation analysis. His career spans work with small urban transit agencies, local governments, and state partners—giving him an exceptional understanding of how transit, pedestrians, cyclists, and motorists interact within shared public spaces. Andy's background in crash data evaluation, right-of-way problem solving, and collaborating with diverse community stakeholders makes him uniquely positioned to guide TMTA's Bus Stop Guidelines update. His lived familiarity with local corridors, neighborhood contexts, and regional mobility challenges allows him to blend best-practice transit design with Topeka-specific insight—ensuring recommendations that are practical, equitable, and ready for implementation.

### WHY ANDY?

- **Leads multimodal planning that aligns national best practices with on-the-ground local conditions**, informed by extensive experience evaluating crash patterns, roadway behavior, trail systems, and community mobility needs across Shawnee County and the Midwest.
- **Translates complex technical issues into community-informed solutions**, drawing on years of collaboration with city staff, trail authorities, regional planners, and neighborhood stakeholders to advance projects related to signage, wayfinding, sidewalk infrastructure, and multimodal access.
- **Secured meaningful funding and project outcomes for local partners**, including providing grant development support that helped the City of Topeka obtain a \$25 million RAISE award to expand sidewalk and mobility infrastructure.

### PROJECT EXPERIENCE

**Shawnee County Trails and Greenways Master Plan, Shawnee County, KS (2025):** Updated the countywide Trails and Greenways Plan, coordinating with trail agencies and user groups to establish modern best practices for maintenance, design, and right-of-way integration. Andy supported technical analysis and community coordination.

**MARC Electric Vehicle Readiness Plan, Kansas City Region (2024):** Prepared regional EV infrastructure guidance, identifying feasible charging locations and reviewing building codes across partner municipalities. Andy contributed to siting logic and policy/code evaluation.

**Kansas Department of Transportation, Rail Trail Signage Study, Statewide, KS (2024):** Evaluated existing trail signage and wayfinding for Prairie Spirit Trail State Park, identifying improvements for user approaches from highways, local roads, and on-trail paths. Andy supported wayfinding analysis.

**City of Topeka, RAISE Grant Application – Topeka, KS (2024):** Provided grant writing, coordination, and quality control support that helped secure federal funding to build 50 miles of sidewalks and expand pedestrian mobility citywide. Andy contributed local insight and technical support. Awarded \$25M.



**Firm:** WSP

**Years of Experience:** 20  
8 with current firm

**Education:** MS, Business Administration; BS, Biology

## Casey Carlton Principal-in-Charge

Casey brings a proven record overseeing complex, multi agency programs and quality on federally regulated work. Casey currently serves as the Planning Leader for Central U.S Region where he is responsible for managing all aspects of WSP's planning business across the region. Before joining WSP, he served in the FHWA Texas Division as a transportation planning and environmental coordinator, overseeing NEPA compliance across seven TxDOT districts and advising five MPOs. Casey has extensive experience serving in the Principal in Charge role for transit agency contracts, and on this project he will provide executive oversight, risk and issue escalation, schedule/budget stewardship, and final quality reviews helping to guarantee the Bus Stop Guidelines update is practical and implementation ready.

### RELEVANT EXPERIENCE:

- Houston METRO, General Planning Consultant (GPC) Contract, Harris County, TX
- CapMetro, General Planning Consultant (GPC) Contract, Austin, TX
- Regional Transit Authority of Southeast Michigan (RTA), Transit Planning On-Call Contract, Detroit, MI



**Firm:** WSP

**Professional Qualifications:**  
Association of International Planners (AICP)

**Education:** Masters of Urban Planning (MUP); BA, International Relations and Journalism

**Professional Memberships:**  
American Planning Association (APA); YPT

## Andie Lynch, AICP Plan Review & Existing Conditions | Best Practices, Bus Stop Typology, Implementation Framework

Andrea brings hands-on transit operations experience and strong multimodal planning skills that directly support TMTA's Bus Stop Guidelines update. Her background as a former bus operator and public-sector transit planner gives her practical insight into stop accessibility, rider needs, and operational realities. At WSP, she has delivered mapping, transit analysis, and community-engagement work that strengthens existing-conditions review and informs best-practice bus stop typologies.

### RELEVANT EXPERIENCE:

- Shawnee County Trails and Greenway Master Plan, Shawnee County, KS
- Reconnecting Westside, Kansas City, MO
- Iowa City Comprehensive Plan (Transportation Section), Iowa City, IA



**Firm:** WSP

**Years of Experience:** 29  
4 with current firm

**Education:** BA, Public Relations

## Steff Hedenkamp Community Engagement/Website

Steff brings nearly three decades of experience leading strategic communications and community engagement for complex, high-visibility public projects. She specializes in building trust, elevating community voices, and creating clear, accessible outreach that helps agencies make informed decisions. Her work across safety plans, corridor studies, and transit initiatives equips her to guide meaningful engagement for TMTA's Bus Stop Guidelines update.

### RELEVANT EXPERIENCE:

- Weld County Safety Action Plan, Weld County, CO
- US-71 Reconnecting the East Side, Kansas City, MO
- U.S. 24 Bridges over Goodyear Road, Topeka, KS



**Firm:** WSP

**Years of Experience:** 15  
3 with current firm

**Education:** BFA, Graphic Design

**Professional Awards:** Community Engagement Finalist, 2023  
K-96 Improvements Project Website - Granicus-Digital Government Awards

## **Leslie Lee** Community Engagement/Website

Leslie brings 15+ years of design and visual communication experience supporting public outreach for multimodal, safety, and transit projects. Her strength lies in translating technical concepts into clear, accessible materials that help communities understand and shape project outcomes. Leslie's work on high-visibility transportation initiatives, digital engagement tools, and branded public materials positions her to deliver effective, approachable engagement for TMTA's Bus Stop Guidelines update.

### **RELEVANT EXPERIENCE:**

- K-96 Improvements Project, Wichita, KS
- Reconnecting the Westside, Kansas City, MO
- U.S. 24 Improvements Projects, Topeka, KS



**Firm:** WSP

**Years of Experience:** 18  
12 with current firm

**Professional Qualifications:**  
AICP; Project Management Professional (PMP)

**Education:** MS, Urban Administration

## **Jared Gulbranson, AICP, PMP** Mobility Audits & Transit Supportive Development Principles | Best Practices, Bus Stop Typology, Implementation Framework

Jared brings 18 years of transit planning expertise with deep experience in mobility audits, bus stop assessment, transit operations, and multimodal network design. He has led major service analyses, corridor studies, and capital facility planning that directly inform best-practice bus stop typologies and implementation strategies. His work developing stop-level inventories, improvement scenarios, and transit-supportive development concepts makes him a strong asset to TMTA's Bus Stop Guidelines update.

### **RELEVANT EXPERIENCE**

- Confluence Merriam Comprehensive Plan, Merriam, KS
- City of Lincoln StarTran Multi-Modal Feasibility Study, Lincoln, NE
- MDOT Michigan Mobility 2045 Financial Plan Development, Statewide, MI



**Firm:** WSP

**Years of Experience:** 12  
2 with current firm

**Education:** MUP, Urban Planning; BS, Global & International Studies; Political Science

## **David Valdiviezo** Mobility Audits & Transit Supportive Development Principles

David is a transportation planner with a strong background in mobility analysis, community engagement, and data-driven planning tools. His experience developing geospatial systems, conducting roadway safety assessments, and collaborating with local agencies equips him to support mobility audits and transit-supportive development principles. As a regular transit rider and community advocate, he brings practical, people-focused insight to improving bus stop environments and access.

### **RELEVANT EXPERIENCE:**

- Leavenworth County Safety Action Plan, Leavenworth County, KS
- Historic Northeast Community Initiatives, Kansas City, MO



**Firm:** Confluence

**Years of Experience:** 4  
4 with current firm

**Professional Qualifications:** AICP

**Education:** MA, Regional and  
Community Planning

**Professional Memberships:** APA

### **Abbey Eckberg, AICP (C)** Mobility Audits & Transit Supportive Development Principles

Abbey is a planner with experience delivering comprehensive plans, corridor studies, land-use strategies, and visioning efforts across communities of all sizes. Her background in multimodal planning, zoning, and placemaking equips her to translate community context into practical, transit-supportive recommendations. Her passion for planning stems from the desire to create communities for all to enjoy through interactive placemaking design. With experience in Vision Zero, corridor planning, and development frameworks, Abbey brings a holistic perspective to mobility audits and bus stop area improvements for TMTA.

#### **RELEVANT EXPERIENCE:**

- 175th Street Corridor Study, Olathe, KS
- Parker Street Land Use Study, Olathe, KS
- Adams County + City of Corning Comprehensive Plan



**Firm:** Confluence

**Years of Experience:** 31  
15 with current firm

**Professional Qualifications:**  
Professional Landscape Architect  
(PLA)

**Education:** BLA, Landscape  
Architecture

**Professional Memberships:** APA;  
American Society of Landscape  
Architects

### **Chris Cline, PLA (C)** Plan Review & Existing Conditions

Chris brings over three decades of experience in urban design, corridor planning, and multimodal streetscape improvements. His strength in evaluating existing site conditions and integrating transit-supportive design ensures clear, functional recommendations for bus stop environments. Chris's ability to interpret context, identify opportunities, and shape high-quality public-realm solutions supports a more connected and user-friendly transit system.

#### **RELEVANT EXPERIENCE:**

- North Oak Corridor Transit Study, Kansas City & North Kansas City, MO:
- Kansas City Downtown Streetcar Station Design + Streetscape Integration, Kansas City, MO:
- RideKC SmartMoves 3.0 Regional Transit Plan, Kansas City Metropolitan Area:



**Firm:** WSP

**Years of Experience:** 20  
7 with current firm

**Professional Qualifications:** AICP

**Education:** MA, Urban Planning;  
BA, U.S. History

**Professional Memberships:**  
American Public Transportation  
Association

### **Matthew Long, AICP** Best Practices, Bus Stop Typology, Implementation Framework

Matthew is a multimodal transit expert with more than 20 years of experience supporting bus and rail planning, station design, and operational analysis. His national work helping agencies refine service design, evaluate bus circulation, and integrate multimodal connections informs strong, implementable bus stop typologies. Matthew's ability to translate operational needs into practical layouts and guidelines strengthens best-practice development for stop design and infrastructure planning.

#### **RELEVANT EXPERIENCE:**

- UTA Salt Lake Central Station Redesign, Salt Lake City, UT
- Deer Valley Mobility Hub Design Consultation, Park City, UT
- Knoxville Broadway BRT-lite Alternatives Analysis, Knoxville, TN



**Firm:** WSP

**Years of Experience:** 34  
32 with current firm

**Education:** MS, Urban Studies; BS,  
Sociology and Social Work

### **Timothy Rosenberger** Best Practices, Bus Stop Typology, Implementation Framework

Timothy is a senior transit operations planner with more than three decades of experience developing bus stop hierarchies, station concepts, and corridor-level improvements. He has led systemwide stop-level analyses, amenity assignment frameworks, and BRT station designs rooted in operational needs and surrounding land use. His depth in ridership analysis, TOD planning, and bus priority treatments directly supports creating clear, implementable bus stop typologies and best-practice guidelines.

#### **RELEVANT EXPERIENCE:**

- WRTA Market Street Corridor TOD Plan, Youngstown, OH
- Cleveland Neighborhood Progress West 25th Street Corridor Bus Rapid Transit Development Project, Cleveland, OH
- Cleveland 105/93 Transit Priority Project, Cleveland, OH



**Firm:** WSP

**Hourly Rate:**

**Anticipated Time Commitment:**

**Years of Experience:** 13  
3 with current firm

**Professional Qualifications:** AICP

**Education:** BA, Urban Planning  
and Design; Economics

### **Josh Boehm, AICP** Best Practices, Bus Stop Typology, Implementation Framework

Josh is an urban planner and data scientist specializing in transportation analysis, multimodal system performance, and policy development. His experience building digital twins, conducting systemic safety analyses, and producing scalable, data-driven recommendations strengthens the development of best-practice bus stop typologies. Josh's ability to evaluate mobility patterns, prioritize corridor improvements, and translate complex datasets into actionable guidance supports clear, implementable framework strategies.

#### **RELEVANT EXPERIENCE:**

- Kansas City Vision Zero Action Plan, Kansas City, MO
- Reconnecting the Westside PEL Study, Kansas City, MO
- Kansas City Spirit Playbook Comprehensive Plan, Kansas City, MO

## B. REFERENCES

**Firm/Responsibility:** WSP

**Cost of Project:** \$30,000

**Contact Details:**

Justus Welker  
Interim Director, Transit Division  
Johnson County Kansas  
Government  
111 S. Cherry Street, Suite 200  
Olathe, KS 66061  
913-715-2200  
justus.welker@jocogov.org

**Key Staff/Roles:**

Jared Gulbranson/Project Manager

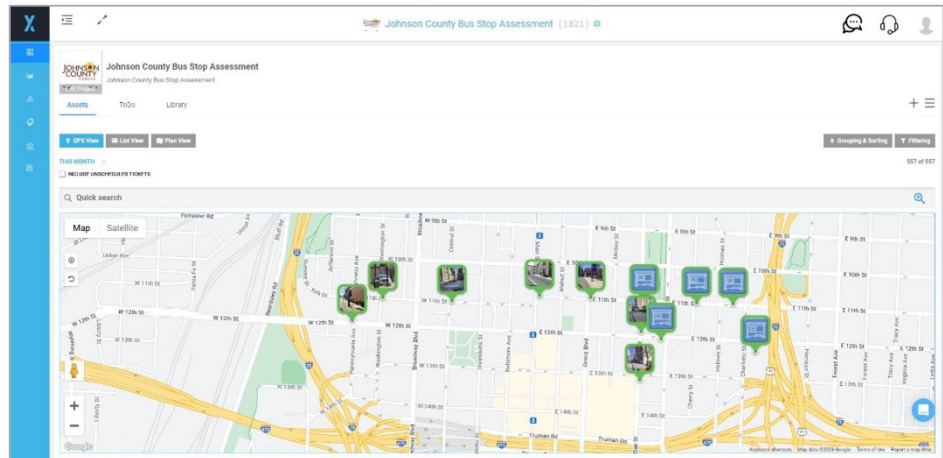
### Johnson County Transit (JCT) Bus Stop Inventory Project

Johnson County Transit | Johnson County, KS



In 2022 JCT selected WSP to complete a full inventory of all of its on-street bus stops and transit centers and develop a complete database of all bus stop assets, and locations. JCT has approximately 1,500 bus stops in its network or routes in Johnson and Wyandotte County, Kansas, and Jackson County, Missouri. WSP, partnered with Raxar Technologies, to develop a transit stop inventory mobile app-based data collection

tool that efficiently uploaded data from the field in real-time to the supporting transit inventory database in the background.



To conduct the inventory, WSP assigned three inventory teams to drive all JCT routes to collect on-site information from all active bus stops. The inventory teams used i-Pads uploaded with the Raxar mobile application to complete a checklist of bus stop amenities and attributes to collect the following data:

- Updated geolocation
- Photo of each bus stop
- ADA accommodations
- Stop connecting to the sidewalk
- Bus shelter
- Bench
- Concrete slab
- Route schedule
- Lighting
- Provide your feedback on BizChat

**Firm/Responsibility:** WSP

**Budget of Project:** \$74,000

**Contact Details:**

Justus Welker  
 Interim Director, Transit Division  
 Johnson County Kansas  
 Government  
 111 S. Cherry Street, Suite 200  
 Olathe, KS 66061  
 913-715-2200  
 justus.welker@jocogov.org

**Key Staff/Roles:**

Jared Gulbranson/Project Manager,  
 Tim Rosenberger/State Planning  
 Lead

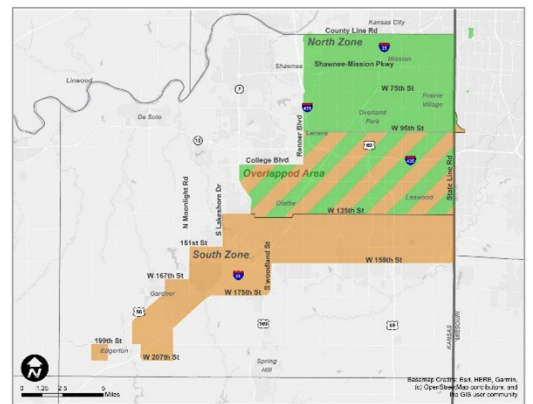
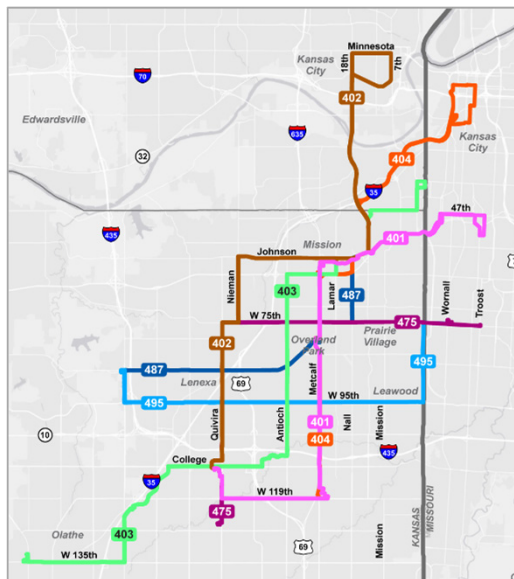
# Johnson County Transit (JCT) Five Year Visioning Strategy

Johnson County Transit | Johnson County, KS



In the summer of 2021, JCT selected WSP to assist with the creation of an innovative and forward-thinking five-year strategy to improve the transit system servicing a county with a population of over 500,000. Two years earlier, WSP had prepared a Comprehensive Operations Analysis (COA) for the Johnson County Transit system. The COA made several recommendations to improve transit services as well as enhance system efficiencies. Many COA recommendations were initiated, and others were deferred. Following the COVID-19 pandemic and related adjustments to transit services in the county, Johnson County Transit requested WSP's assistance in developing a revised strategy for the future of public transit services.

The strategy developed by WSP in partnership with county staff, and planners at the Kansas City Area Transportation Authority (KCATA), set a path forward for mobility services in Johnson County that built on the findings from the COA. The strategy established a plan that would shorten the travel time of commuter express routes by ten percent, institute all day fixed route local bus service that had not been present in the county previously, implement complementary paratransit services, expand the highly successful microtransit program, initiate the first Saturday local fixed bus routes in the county, and expand microtransit service to Sunday. The strategy will provide the first seven-day-a-week transit system since the formation of Johnson County Transit in the mid-1980s. When fully implemented the enhanced transit service will conveniently and seamlessly connect Johnson County residents to employment, education, healthcare, and other social services throughout the county and the greater Kansas City metro region.



**Firm/Responsibility:** WSP

**Budget of Project:** Various

**Contact Details:**

AJ Farris  
 Director of Planning and Scheduling  
 KCATA  
 816-221-0660  
 afarris@kcata.org

**Key Staff/Roles:**

Jared Gulbranson/Project Manager,  
 Timothy Rosenberger/Operations  
 Planning Lead, Andie Lynch/Transit  
 Planner, Josh Boehm/Data Analyst,  
 Steff Hedenkamp/Communications  
 Lead

## Kansas City On-Call Transit Planning Services 2013-Present

**Kansas City Area Transportation Authority (KCATA) | Kansas City, KS**

In 2013 WSP was selected by the KCATA to provide transit planning services as part of an Indefinite Delivery / Indefinite Quantity (IDIQ), or on-call basis. Over the life of this partnership with KCATA, the transit planning team at WSP has successfully completed several projects covering a wide range of transit planning areas. In this partnership, WSP has built strong relationships with the planning, engineering, and management within KCATA



where our team serves as a true extension of staff for KCATA. Some of the projects completed under the IDIQ contract have included:

### **2022 Planning Services Support**

Through 2022 and 2023, WSP augmented KCATA's Transit Planning Department's staff capacity, assisting with numerous tasks that the Department needed to complete within expedited timeframes. Examples of these short-turnaround tasks included:

**Key Performance Indicator (KPI) Dashboard** – As a new requirement to the City of Kansas City, Missouri's (KCMO) annual service contract, KCATA needed to report monthly to KCMO a series of Key Performance Indicators of transit service delivery in the city. WSP developed a Power BI platform and collaborated with multiple departments within KCATA to assemble the diverse data sets needed to perform the analysis needed to generate the contractually mandated reports to KCMO on a monthly basis. The new Power BI KPI Dashboard helped to automate and speed up the data collection, analysis, and reporting process which made the process more efficient and reliable. WSP also conducted staff training to transition ongoing use and refinement of the KPI Dashboard tool to newly on-boarded KCATA Planning Department Staff.

**IndeBus Service Cost Analysis** – WSP conducted an analysis of the current performance of the IndeBus transit service provided within the City of Independence, Missouri. This assessment of all routes and trips provided by the City and its current 3rd party contractor provided insights into system efficiency, productivity, costs, and where opportunities existed to enhance transit service delivery. WSP provided the results and recommendations in a concise report to KCATA and leadership with the City of Independence.

# 03 PROPOSAL

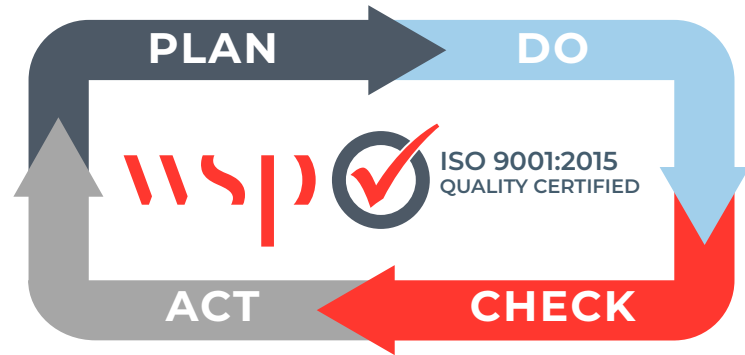
## A. PROPOSAL OVERVIEW

### 1. PROJECT MANAGEMENT

Several elements of our proposed project management approach address the importance the WSP team places on communication and coordination. WSP will develop a project management plan. We have key team members who have worked together on several projects and are familiar, both professionally and personally, with other team members' habits and work styles. This includes previous working relationships not just among WSP staff but also between WSP and our teaming partner Confluence. Our familiarity with each other, strengthened by the close communication that permeates our project management approach, will help us provide TMTA with the best possible planning study. **We are committed to keeping the lines of communication open at all levels of the project.** WSP has consistently provided project management support in transit projects locally in Kansas City for JCT and the KCATA, Oklahoma Department of Transportation's transit program, and coordinating with agencies like Ozark Regional Transit and Razorback Transit.

WSP will host a project kickoff meeting within two weeks of notice-to-proceed (NTP). The kickoff will be a hybrid in-person and virtual meeting to introduce project partners, review the project scope, and schedule, and set overall expectations for success of the project. In this meeting, the WSP team and TMTA study team will establish dates and times for recurring bi-weekly progress meetings that will be held throughout the project (up to 26 meetings) that will be held hybrid or virtually via Microsoft Teams or other similar collaboration platforms. There will be project agendas and minutes produced, and monthly progress reports provided.

The Project Focus Group will be developed of relevant stakeholders to be identified by TMTA staff. This group will be engaged throughout the process to help affect related changes and development throughout their organizations that will positively contribute to the goals of this plan. This group will operate similarly to a Technical Advisory Committee found in a Metropolitan Planning Office, advising in the process based on their technical expertise. Most of this expertise comes from working in related transportation or City processes.



- 1 Prepare project quality management plan and define criteria and standards
- 2 Perform QC reviews at milestones and review all specs, calculations, deliverables and technical approach
- 3 Complete all changes and back check edits
- 4 Submit deliverables and share lessons learned

### QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) PROCESS

WSP's commitment to quality has been deeply embedded in our corporate culture for more than 125 years, earning us top-ranking placements in several categories of the Roads & Bridges Go-To List for Design Firms. **Our corporate quality policy includes three primary objectives: seek ways to increase client satisfaction, continue to improve the methods we use to deliver our services and satisfy all business requirements cost-effectively.** To follow through with our policy and ensure that we are meeting our primary objectives, our quality system is certified to ISO 9001:2015 standards, a universal standard for quality in the design/development and service industries.

All work products and deliverables provided to TMTA as part of the project will undergo our QA/QC process. This process works so that all deliverables are checked, verified, corrected, and rechecked by different individuals to put forth the highest quality products, analyses, designs, and plans to TMTA.

**DELIVERABLES**

- ✓ Project Management Plan (PMP)
- ✓ Project management team bi-weekly meetings (18), agendas, and minutes with 2-3 key WSP staff
- ✓ Monthly invoices and progress reports

**2. COMMUNITY ENGAGEMENT**

WSP will implement multiple layers of public input from online survey options to in-person meetings as well as several virtual options to account for varying schedules and availability. These plans will be captured in a **Community Engagement Plan** that TMTA Staff will be able to review prior to implementation. Both TMTA and WSP have used a program called Social Pinpoint, formerly called Metroquest. We will likely create survey opportunities here, given the flexibility and ease of gathering meaningful data in creative ways. In the past few years we have created focused local, community online engagement platforms for local communities like Leavenworth, Olathe and Fort Leavenworth in Safe Streets for All Plans and other safety-related plans. These have been well received and provide opportunities for detailed plotting of specific concerns and ongoing discussion amongst users.



*Project Manager, Andy Fry (left), is committed to working with teams to make sure public engagement efforts are appropriately aligned with the project.*

The public meetings and outreach gatherings for broad public will be key to be held in conjunction with other community gatherings. Just as TMTA has commonly shifted to aligning with other community partners (schools, neighborhood improvement associations and community agencies) existing gatherings to collect the most responses and most engaged audiences.

It will be important to communicate about these events and input opportunities broadly by sharing info with the City of Topeka Communications as well as the organic Citizens Advisory Council's neighborhood listserv that is distributed by the City Managers Office of Inclusive Communities.

**Examples of locations that make sense for this plan include:**

- Central Park NIA
- Oakland NIA
- High Crest NIA/ SENT Inc.
- Topeka Public Library
- Quincy Street Station
- Ross Elementary School
- Topeka High School
- City of Topeka Citizens Advisory Committee
- Downtown Topeka Inc. Board meetings

There will be four in-person gatherings at existing other meetings where two to three WSP staff will support TMTA in communicating the goals of this project and seek feedback from the community about current bus facilities, access and integration of transit stops. These will last 1-2 hours each.

There would be three virtual gatherings to be held on Microsoft TEAMS throughout the course of the input processes of the project. These would include three to four WSP staff and allow for a broader depth of WSP technical staff to participate and engage with the public.

Virtual gatherings can also help supplement these in-person meetings to help round out participation by those that may have work commitments or lack transportation to or from the meeting at hours after transit service. We would also work to coordinate with TMTA supervisors on rides, as has been done in the past for in-person events. Engagement is another topic where the relationships WSP has in the community will be vital, whether that's partnering to integrate with an existing community gathering or connecting with individual stakeholders.

WSP is prepared and experienced in not only developing, but distributing flyers, educational materials and announcements for events to ensure effectiveness of the public outreach. Between social media and physical flyers, we will ensure there is community input available for the events.

**DELIVERABLES**

- ✓ Community Engagement Plan
- ✓ Project website
- ✓ Press releases, social media posts, posters/flyers, or other outreach materials
- ✓ Engagement activity materials and summaries

**3. CONTEXTUAL ASSESSMENT**

This process will start with a plan review of the documents identified by TMTA. WSP will then traverse the corridor on bus and in a private vehicle to gather overall details and a sense of the corridor’s individuals characteristics, amenities and features. These notes and observations will be captured in a route profile with elements like adjacent development, land use, roadway lanes/width, general speed limit etc. WSP may employ TMTA’s existing bus stop inventory documents to supplement what is observed and update them if necessary. There will also be review of context to adjacent bikeways facilities, trails or other notable multimodal infrastructure developments or conflicts.



Road Safety Audit practices are beneficial in providing a standard approach for field data collection. KDOT and the Kansas University Transportation Center’s efforts to provide one recently in Topeka, KS provided local transportation staff the experience and training to further this practice in Topeka Metro’s Transit Supportive Principles Mobility Design Manual.

The Consultant shall facilitate three walking audits with members of the Project Focus Group. This group will be made up of relevant community stakeholders, identified by the TMTA staff. The Project Focus Group will be able to record observations and capture concerns with pictures and observations. These items will then be integrated into the illustrative summaries that will be developed by the Consultant. There will be three single page illustrative

summaries developed that will be easily consumable by the public and will integrate into the larger Contextual Assessment.

The process used for these walking audits will mimic the process recommended by the Kansas Department of Transportation and Kansas University Transportation Center (KUTC). These audits will focus heavily on ease of connectivity across modes and the pedestrian experience in these environments. In 2025, WSP Staff completed training put on by the KUTC for implementing these walk audits and helped facilitate training in Topeka, KS, in May 2025, that TMTA staff was a party to. This standard approach to walk audits is helpful in providing consistent, thorough documentation of transportation corridors.

**DELIVERABLES**

- ✓ Summary of findings from the three multimodal accessibility audits
- ✓ Draft and finalize best practices summary document
- ✓ Draft and finalize illustrative contextual assessment

**4. BUS STOP TYPOLOGY AND DEVELOPMENT GUIDELINES**

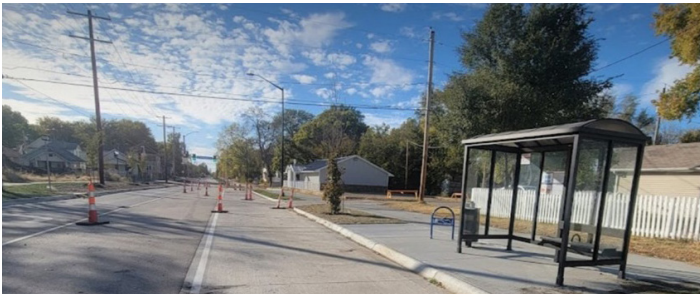
The Consultant will work to review the previous 2018 TMTA Bus Stop Guidelines for a starting context. The consultant will take input from TMTA on current goals and limitations as well as current best practices for other small urban transit facilities from WSP’s network of other transit clients to help provide an updated Bus Stop Typology and Development Guidelines. The Consultant will weigh the myriads of variables that will be in plan in the decisions related to what amenities to deploy where. Examples include TMTA’s current performance and ridership on routes, vehicle sizes, customer experience and needs, and interest in providing new amenities that might not have been offered broadly prior to this new document.

This process will involve discussion with various internal stakeholders and staff at TMTA as well as potentially some ridership-related feedback from groups like the Advisory Committee on Accessible Transportation Services (ACATS) or others. WSP has vast experience assisting agencies across North America with development of bus stop amenity programs ranging from as far as systems in Canada as close as helping KCATA in developing some of its Bus Rapid Transit bus stops. WSP will leverage that depth of experience to right-size the scale of the amenities to TMTA’s anticipated capital and maintenance budgets as well as the context of the neighborhoods and communities surrounding the routes.

**WSP understands that agencies like TMTA thrive when solutions are customized to local needs rather than relying on outdated one-sized-fits-all models.**

**DELIVERABLES**

- ✓ Draft and finalize bus stop typology and development guidelines



*An example of complex community and logistical efforts the shelter at SW 12th St and SW Lane St was relocated as part of the 12th Street Project. The bus stop typology update will address preferences on near-side, far-side as well as a decision matrix for bus stop relocations after developments have been made, like in this case.*

**5. MULTIMODAL MOBILITY GUIDELINES**

As a new element to TMTA’s guiding documents and something that will also impact and involve input from both City Long Term Planning, Development Services and Transportation Planning, this element will require input from the Project Focus Group and any of the previously mentioned City staff not already engaged in the Project Focus Group. There will also likely be needed for some limited surveying of the public on interest and desired resources they’d prefer to be installed in the public right of way to encourage multiple mobility modes and at the same time not inhibit the mobility of others (thinking specifically of scooters inhibiting pedestrian and mobility devices in the recent past). The outputs of these efforts will include illustrations for ease of communicating these ideas and to assist in integration into related City of Topeka and Shawnee County codes or guidance. These mobility guidelines will assist in pedestrian, wheeled mobility devices, micro-mobility and shared micro-mobility needs.



*The City of Topeka’s SW 8th Street Complete Streets Renovation featured strong modal integration of buses, pedestrians and bicycle traffic similar to what WSP will develop for other Topeka contexts.*

WSP will address integration with the street network for practicality of implementation. WSP has several staff members committed to this project who work consistently in traffic safety studies and propose countermeasures to communities to more safely coordinate multiple modes including people biking, walking and wheeling as well as motor vehicles. WSP will have those staff engaged in this project who will develop modern, state of the practice approaches to mobility conflicts and interactions in Topeka. More involved street designs like those that have been implemented in the last 2-3 years in downtown Topeka, along SE Quincy Street and SW 8th street, have helped integrate bus, pedestrian and bicycling facilities into a mesh of safe, visible shared facilities for all users. These shifts in streetscapes represent WSP’s staff comments and feedback that have previously shaped the Topeka public rights of way. Other ideas include more temporary rubber curbing or solutions that allow the community to see the benefits of new designs while the Capital Improvement Budgets save up for the longer-term concrete solutions.

**6. TRANSIT SUPPORTIVE DEVELOPMENT PRINCIPLES**

Confluence will assist with developing a visionary land use scenario, development guidelines, and specific recommendations to support transit development. We will utilize subscriptions and software, such as CoStar and Esri Business Analyst, to investigate other transit corridors with healthy economic activity and pedestrian scale-development to identify precedents for consideration. Confluence would provide recommendations for development patterns and densities in the corridor, projections on development square footage and anticipated population post-development, and guidance on land use definitions and characteristics.

Confluence places a strong emphasis on quality of design and creating spaces for people. With these principles in mind, our team will provide practical recommendations on building siting, development best practices, mobility for pedestrians throughout the corridor and to transit destinations, and other related items.

**DELIVERABLES**

- ✓ Draft and finalize illustrative transit supportive development principles

## 7. IMPLEMENTATION FRAMEWORK AND NEXT STEPS

Based on our team’s significant first-hand public sector experience managing the development review process, the Confluence will work closely with Staff to review and refine the development review process with a focus on efficiency and outcomes.

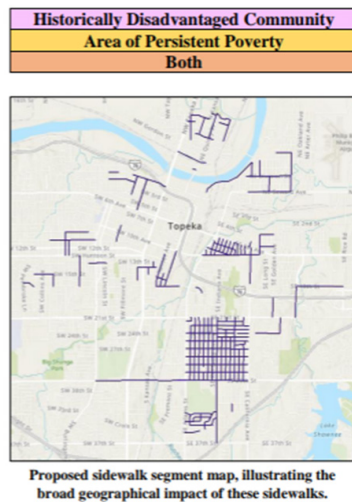
Building upon the vision, goals, and recommendations identified in Task 6, we will identify strategic amendments and mods to the zoning and development regulations that will assist the communities in achieving the desired development types and patterns.

WSP will assist in identifying grant opportunities and narratives and partnerships to implement to maximize grant award opportunities. WSP has recently assisted the City of Topeka with other pedestrian and mobility grant opportunities with the 2024 Federal RAISE grant that the City was awarded. This 25 million dollar grant helped implement new sidewalks in areas of high minimal car households and assisting populations of focus that are likely riding the bus or not using a car in their daily commutes and errands.

**DELIVERABLES**

- ✓ Draft and finalize illustrative transit supportive development principles

Census Tract	Length(mi)
20177000400	0.30458
20177000500	0.27225
20177000600	1.52546
20177000800	3.2689
20177000900	0.25186
20177001000	2.76214
20177001100	4.60782
20177001200	0.61518
20177001300	21.1446
20177001500	0.92431
20177001800	0.88479
20177001900	0.50519
20177002100	1.7329
20177002200	0.45302
20177002402	0.27511
20177002900	0.71694
20177003001	3.62899
20177003100	2.22147
20177004000	3.325
<b>Total</b>	<b>49.4205</b>



WSP is well versed in Federal Grant approaches and opportunities. This illustration from the City of Topeka’s 2024 Grant Narrative illustrates the dramatic impact on sidewalks the award will have in areas of need.

The input of community stakeholders from the City Planning, Development Services and Engineering Staff among others will be vital to this effort. Coordination and engagement of these parties will be valuable in identifying realistic, coordinated efforts between TMTA and these groups for future implementation. There will be one to two meetings to discuss this topics with the above stakeholders, depending on the availability of these stakeholders.

**DELIVERABLES**

- ✓ Draft and finalize implementation framework

## 8. DOCUMENT PACKAGING AND FINAL DESIGN MANUAL

WSP and Confluence will both be developing easily consumable and illustrative documents that will show how these concepts can be applied in Topeka terms and locations. The final products of this plan will be very easily consumable by the public with the goals of educating and being informative.

*WSP staff assigned to this project are very experienced in communicating complex concepts in a tasteful and aesthetically appealing format for local agencies including this one from the Olathe Safety Action Plan.*

**The Safe System Approach is based on six foundational principles\*:**

- Deaths and serious injuries are unacceptable** - A Safe System Approach prioritizes the elimination of crashes that result in deaths and serious injuries.
- Humans make mistakes** - People will inevitably make mistakes and decisions that can lead to or contribute to crashes; however, the transportation system can be designed and operated to accommodate certain types and levels of human mistakes and avoid death and serious injuries when a crash occurs.
- Humans are vulnerable** - Human bodies have physical limits for tolerating crash forces before death or serious injury occurs; therefore, it is critical to design and operate a transportation system that is human-centric and accommodates physical human vulnerabilities.
- Responsibility is shared** - All stakeholders—including government at all levels, industry, non-profit/advocacy, researchers, and the public—are vital to preventing fatalities and serious injuries on our roadways.
- Safety is proactive** - Proactive tools should be used to identify and address safety issues in the transportation system, rather than waiting for crashes to occur and reacting afterward.
- Redundancy is crucial** - Reducing risks requires that all parts of the transportation system be strengthened so that if one part fails, the other parts still protect people.

\*Source: U.S. Department of Transportation

City	Persons Killed per 100,000
Leawood, KS	2.1
Bellevue, NE	2.3
Lawrence, KS	2.4
Atchison, KS	2.8
Overland Park, KS	3.1
<b>Olathe, KS</b>	<b>3.3</b>
Shawnee, KS	3.6
Manhattan, KS	4.1
Emporia, KS	4.2
Lee's Summit, MO	4.5
Leavenworth, KS	4.8
Salina, KS	5.5
Lenexa, KS	6.2
St. Joseph, MO	9.5
Topeka, KS	9.9
Wichita, KS	10.1
Kansas City, KS	12.9
Kansas City, MO	14.8

Source: NHTSA, 2013-2022 Data

Crash Fatalities per 100,000 Population per Year

Olathe's rate of people killed in crashes over the past 10 years puts it in the middle of the pack when compared to other cities in the surrounding region, but there is still significant room for improvement. By applying the Safe System Approach and proven safety countermeasures that have been successful in other communities, Olathe can effectively work toward significantly reducing and eventually eliminating traffic fatalities on its streets.

**DELIVERABLES**

- ✓ Finalize document with eight printed copies
- ✓ Finalize document in PDF format for distribution online and internally at Topeka

## B. PROPOSED WORK PLAN AND SCHEDULE

The schedule presented here provides a clear roadmap for project execution, illustrating how each phase builds toward the delivery of a comprehensive and actionable Mobility Design Manual. This timeline ensures transparency, supports coordinated collaboration, and keeps the project advancing efficiently from kickoff through completion.



### WHY WSP?

#### Local Knowledge and Accessibility

WSP understands Topeka and its mobility priorities. Our team provides local insight supported by accessible, hands-on leadership that is available whenever TMTA needs us. You will work directly with decision-makers who are fully engaged throughout the project.

#### Comprehensive Expertise

Our team brings a wide range of subject matter knowledge, including transit planning, multimodal mobility, urban design, policy, and implementation. This integrated expertise allows us to approach challenges from multiple angles and deliver well-coordinated, actionable solutions.

#### A Rider-Centered Approach

Our work is grounded in the needs and experiences of TMTA riders. Every recommendation is shaped to improve comfort, accessibility, safety, and overall convenience for the people who depend on the system every day.



# D. BUDGET

TASK Number	TASK DESCRIPTION											Total Hours	TOTAL
		Andy Fry Project Manager	Jared Gulbranson Transit Supportive Development Principles	Matthew Long Transit Supportive Development Principles	Andie Lynch Transit Planning	David Valdiviezo Transit Planning	Tim Rosenberger Transit Supportive Development Principles	Josh Boehm Multimodal Planning	Steff Hedenkamp Community Engagement	Leslie Lee Community Engagement	Sara Tillman Project Administration		
		\$160.15	\$246.54	\$243.12	\$111.39	\$165.22	\$256.33	\$193.94	\$190.71	\$132.61	\$128.73		
<b>1</b>	<b>Project Management/Administration/Coordination</b>												<b>\$22,864.49</b>
1.1	Kickoff Meeting	2	1	1	2	1	1	1	1	1	1	11	\$1,971.56
1.2	Project Focus Group (Land Use, Transit, and Mobility)	2			2					2		6	\$808.31
1.3	Project Management Plan	4	1		2						15	22	\$3,040.86
1.4	Biweekly Teams meeting (16 meetings)	16	8	8	20	8	8	4	8	8		88	\$15,442.27
1.5	Monthly Progress Reporting and Invoicing	10										10	\$1,601.51
<b>2</b>	<b>Community Engagement</b>												<b>\$19,017.25</b>
2.1	Meetings and Engagement Events (4 public pop ups)	8				8			4	8		28	\$4,426.69
2.2	Stakeholder Outreach (3 Project Focus Group Meetings/Updates, Hybrid/Virtual)	6			3	6			3	6		24	\$3,654.19
2.3	Community Engagement Plan	2							8	8		18	\$2,906.84
2.4	Project Website	2			4				4	8		18	\$2,589.58
2.5	Press releases, social media posts, posters/flyers, and other outreach materials	2			4				4	10		20	\$2,854.80
2.6	Engagement activity and summaries	2								8		8	\$1,060.88
2.7	Public online surveys (2)	4			2	4						10	\$1,524.28
<b>3</b>	<b>Contextual Assessment</b>												<b>\$22,286.45</b>
3.1	Plan Review	2			8	8						18	\$2,533.22
3.2	Physical Assessment and Multimodal Accessibility Audit	8				8						16	\$2,602.98
3.3	Documentation of 12 route corridors	16				16						32	\$5,205.96
3.4	3 walk audits with Project Focus Group Members	12	12			12						36	\$6,862.92
3.5	Summary of findings from 3 walk audits					4						4	\$660.89
3.6	(3) Single page illustrative summaries of best practices for these corridors				4							4	\$445.57
3.7	Draft and Final Illustrative Contextual Assessment	4			24	4						32	\$3,974.92
<b>4</b>	<b>Bus Stop Typology and Development Guidelines</b>												<b>\$15,444.38</b>
4.1	Review of existing bus stop guidelines and previous efforts				4							4	\$445.57
4.2	Review of other current, relevant practices				2	2						4	\$553.23
4.3	Review of other City of Topeka Code pertaining to bus stop locations and context	2			2							4	\$543.09
4.4	Meetings with Topeka Metro Staff and City of Topeka Staff surrounding future bus stop goals and aspirations	2				2						4	\$650.74
4.5	Development of Guidelines and illustrations	10		4	16	16	4					50	\$8,025.16
4.6	Draft Guidelines and Final Guidelines	5			16	16						37	\$5,226.59
<b>5</b>	<b>Multimodal Mobility Guidelines</b>												<b>\$20,954.38</b>
5.1	Plan Review				8	4						12	\$1,552.03
5.2	Guidelines for Ped mobility and Accessibility Requirements	4			12	8		8				32	\$4,850.59
5.3	Guidelines for Bicycle Mobility	4			12	8		8				32	\$4,850.59
5.4	Guidelines for Micromobility and transit related opportunities of the shared economy	4			12	8		8				32	\$4,850.59
5.5	Guidelines for street network and operations	4			12	8		8				32	\$4,850.59
<b>6</b>	<b>Transit Supportive Development Principles</b>												<b>\$39,774.84</b>
6.1	Review of Related Plans				12							12	\$1,336.72
6.2	Meetings/Conversations with relevant parties	16	16			16						48	\$9,150.56
6.3	Developing content related to: Land Use Mix	4	4	4	12	8	2	8				42	\$7,321.89
6.4	Developing content related to: Land Use Density	4	4	4	12	8	2	8				42	\$7,321.89
6.5	Developing content related to: Land Use Fit	4	4	4	12	8	2	8				42	\$7,321.89
6.6	Developing content related to: Placemaking	4	4	4	12	8	2	8				42	\$7,321.89
<b>7</b>	<b>Implementation Framework and Next Steps</b>												<b>\$19,794.55</b>
7.1	Integration in Topeka/ Shawnee County land development regulations	4			12	8						24	\$3,299.09
7.2	Transit Focused Community Visioning and Community Engagement	4			12	8						24	\$3,299.09
7.3	Development Review Process and Transit Supportive Checklist	4			12	8						24	\$3,299.09
7.4	Model Ordinance, Zoning Changes And Adoption into the Development Regulations	4			12	8						24	\$3,299.09
7.5	Capital Improvement Programming Integration	4			12	8						24	\$3,299.09
7.6	Model Transit Funding Mechanisms through Transit Supportive Development	4			12	8						24	\$3,299.09
<b>8</b>	<b>Document Packaging and Final Design Manual</b>												<b>\$8,355.71</b>
8.1	In Design/ Graphics and Final Aesthetic Elements								16	40		56	\$8,355.71
		Project Manager	Supportive	Supportive	Planning	Planning	Supportive	Planning	Engagement	Engagement	Administration	<b>Total Hours</b>	<b>Total Cost</b>
		191	54	29	303	247	21	69	48	99	15	1076	\$168,492.05
												<b>Hours</b>	<b>Dollars</b>
												1076	\$168,492.05
		\$30,588.81	\$13,313.04	\$7,050.53	\$33,752.09	\$40,809.70	\$5,382.97	\$13,381.66	\$9,153.98	\$13,128.34	\$1,930.93		
												<b>Total Salary</b>	\$168,492.05
												<b>WSP Expenses</b>	\$2,340.00
												<b>Subconsultants</b>	\$19,165.00
												<b>TOTAL</b>	<b>\$189,997.05</b>

Subconsultants	Total
Confluence	\$19,165
<b>Total Subconsultants</b>	<b>\$19,165</b>



**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 \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

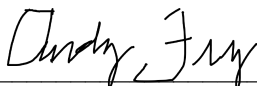
Addendum Number \_\_\_\_\_ Dated: \_\_\_\_\_

Proposer WSP USA

Street Address 100 SE 9th St #400

Street Address \_\_\_\_\_

City, State, Zip Code Topeka, KS 66612

Authorized Signature 

Name Andy Fry

Title Lead Transportation Planner

Telephone Number 7856081947

Facsimile Number (FAX) \_\_\_\_\_

E-Mail Address andy.fry@wsp.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: Andy Fry

Name & Title: Andy Fry, Lead Transportation Planner

Company: WSP USA Inc.

Date: 1-27-26

**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: \_\_\_\_\_

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Signature: Andy Fry

Name & Title: Andy Fry, Lead Transportation Planner

Company: WSP USA Inc.

Date: 1-27-26

**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: Andy Fry

Name and Title: Andy Fry

Company Name: WSP USA Inc.

Date: 1-27-26

**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: Andy Fry

Name and Title: Andy Fry, Lead Transportation Planner

Company Name: WSP USA Inc.

Date: 1-27-26

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Signature: \_\_\_\_\_



Name and Title: WM. CHRISTOPHER CLINE SENIOR VP.

Company Name: CONFLUENCE, INC.

Date: 01/23/26

**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: Andy Fry

Name and Title: Andy Fry, Transportation Planner

Company Name: WSP USA Inc.

Date: 1-27-26

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

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(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.

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Signature:



Name and Title:

WM. CHRISTOPHER CLINE SENIOR VP.

Company Name:

CONFLUENCE, INC.

Date:

01/23/26

**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: Andy Fry

Name and Title: Andy Fry, Lead Transportation Planner

Company Name: WSP USA Inc.

Date: 1-27-26



**PRICE QUOTE**

Proposer WSP USA Inc.

**RFP Number – TM-26-01 Transit Supportive Principles Mobility Design Manual**

Please provide a price quote for each of the items listed below.

Price To Complete Transit Supportive  
Principles Mobility Design Manual  
Project \$ 189,881.50

Additional Charges \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total: \$ 189,881.50

What would Topeka Metro need to provide in order for you to complete this project?

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Metro is exempt from all taxes – do not include sales tax in your bid pricing. A project exemption certificate will be provided upon request. Price quoted must be the total cost of the contract, including (but not limited to) materials, labor, installation, training and travel expenses.

**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: Andy Fry

Name and Title: Andy Fry, Lead Transportation Planner

Company Name: WSP USA Inc.

Date: 1-27-26