

**SCHEDULE A**  
**SCOPE OF SERVICES**

**CITY OF KINGSTON I-587 AT ALBANY AVENUE/  
BROADWAY INTERSECTION STUDY**

**Project Management**

The COUNTY'S Project Manager (PM) will be the Ulster County Planning Board Director or his designee. The PM will approve project deliverables, their distribution to the Project Advisory Committee (AC), approve scheduling of project events, grant initial approval of all invoices, handle any media inquiries and perform general project administration work. The PM is also responsible for final acceptance of project deliverables which will be made in writing to the FIRM after consultation with the AC.

**Advisory Committee**

A AC will be assembled and include elected officials from the City of Kingston, or their designees, New York State Department of Transportation (NYSDOT) staff, Ulster County Transportation Council (UCTC) staff, and citizens appointed by County Executive and the Mayor of the City of Kingston. The AC's role is to guide the overall study effort, monitor FIRM'S activities and performance, and help the community reach a consensus on study recommendations for inclusion in the final Plan.

**FIRM'S FHI Team**

The FHI Team is comprised of the FIRM, AECOM Technical Services, Inc., Alternate Street Design, PA, URS Corporation and Francisco Gomes, AICP. The FHI Team Manager, (PTM) will be Michael Morehouse, PE. Jill Barrett will oversee the public involvement task and Carla Tillery will lead the engineering task.

**SUMMARY OF TASKS**

The project includes the following tasks:

- Task 1: Project Management, Administration, and Public Input
- Task 2: Project Discovery
- Task 3: Generative Concept Development
- Task 4: Draft and Discuss Intersection Improvement Plan

**Task One – Project Management and Administration**

Clearly define roles and responsibilities, a transparent decision-making framework, and effective management protocols will be established between the FHI Team and the PM.

*Task 1.1 Develop Project Timeline (Schedule)*

**The FHI Team will work with the Ulster County Transportation Council (UCTC) to develop a detailed project timeline based on this scope of SERVICES, for review, comment and approval by the COUNTY'S Project Manager. The Project Timeline will incorporate all tasks, activities, meetings, and deliverables identified in this SCOPE OF SERVICES.**

*Task 1.2 Project Management*

This task includes coordinating with COUNTY regarding project activities, preparation of monthly progress reports, invoices and preparation of the study record of all project activities, as well as coordination, management, and documentation of sub-consultants activities. This task also includes organizing and maintaining paper and digital copies of all project products for future use by the Ulster County Transportation Council (UCTC) in formats acceptable to the COUNTY'S PM.

*Task 1.3 Develop a framework for decision-making and priority setting*

The FHI Team will assist UCTC in developing a framework for project decision-making and priority setting with the approval of the PM. These processes will be utilized throughout the study process. Elements that will guide the development of this framework include project goals, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Federal Rail Administrations (FRA), NYSDOT and municipal policies, stakeholder agency missions, common interests of stakeholders, divergent interests of stakeholders, funding criteria, and successful conflict mitigation strategies.

*Task 1.4: Advisory Committee Consultation*

For the public involvement process, the FHI Team will work with the AC, and conduct a broader community outreach process as described in subsequent tasks. The FHI Team will meet with the AC four (4) times over the course of the study, at the following milestones:

- At the start of the study, the FHI Team will coordinate with the PM and key stakeholders, including NYSDOT and City of Kingston representatives, to identify goals and objectives for the project and establish the availability of information needed to complete the study. A project kick-off/discovery meeting will be held with the AC to introduce them to the team and the scope of work, provide the first results of project discovery as described below, discuss the public outreach plan, document sharing, and address concerns. This meeting should accomplish a number of essential tasks, including:
  - Develop a list of key stakeholders to involve in the study
  - Discuss broader publicity options and ideas to enhance the public outreach task
  - Set goals and performance criteria for use in the evaluation of improvement alternatives – initial screening matrix
  - Define critical factors that will determine project success
  - Establish the details of the study workshop
  - Outline initial findings from project discovery
- AC Meeting #2 will be held during the Visioning and Concept Development Workshop described in Task 3. This meeting will be used to update the AC on the results of the Project Discovery (Task 2) and the initial improvement concepts developed at the workshop. The AC will review a preliminary screening matrix assessment that will indicate relative performance of the initial improvement concepts developed at the Workshop. Feedback from the AC will set the stage for Public Meeting #1, to be held at the conclusion of the workshop.
- AC meeting #3 will be prior to the distribution of the draft Intersection Improvement Plan. This meeting will primarily be used to decide what alternatives to bring forward into the draft Intersection Improvement Plan.

- AC meeting #4 will be held in accordance with task 4.14 and subsequent to Public Meeting #2. The meeting will provide the AC with the opportunity to comment on the make up of the final plan. Comments received from AC members at this meeting will help inform the presentation for the second Public Meeting.

#### *Task 1.5 - Public Meetings*

Two (2) Public Meetings will be held during this study to present the results of the work performed by the FHI Team and to gather information and feedback on the plan elements. There will be additional opportunities for the public to participate in the study, including during the Visioning Workshop and possibly via comment forms on the UCTC and City of Kingston websites. Telephone contact information for the Team will also be made available to answer questions.

- The first Public Meeting will be held during the Visioning and Concept Development Workshop described in Task 3. This will be an opportunity for the public to offer input on initial improvement concepts and help inform the vision for this study.
- The second Public Meeting will be held following the AC's review of the Draft Intersection Improvement Plan in Task 4. This is an essential meeting designed to gather public feedback on the preferred improvement concepts that were developed at the Workshop and subsequently screened by the AC and reanalyzed by the FHI Team.

For all public meetings the FHI Team will provide the necessary staffing (minimum of three (3)), copies of any handouts, any needed presentation boards, and the ability of the public to make written comments. In addition, the FHI Team will utilize digital audio recording gear and/or digital video to capture public meeting events. A file format, suitable for viewing and distribution, will be decided upon with the UCTC.

#### *Deliverables:*

- Project Timeline
- Memorandum describing the framework for decision making and priority setting
- Draft matrix with project goals and performance criteria
- Monthly progress reports
- Audio and/or video recordings of Public Meetings

### TASK 2: PROJECT DISCOVERY

Project Discovery is a process in which existing and future conditions and trends are identified and used to establish a comprehensive list of issues and opportunities; which are then mapped to project goals and objectives. Project Discovery is an essential element of a successful planning study because it helps establish a baseline of performance in which alternative improvement concepts can be compared.

#### *Task 2.1 - Study area Base Mapping*

The FHI Team will develop digital base maps in scale from 1"=200' to display the overall study area, and to a scale of 1"=50' to display locally significant information. GIS data files and available aerial mapping will be provided by UCTC, the City of Kingston and/or NYSDOT. Study area base mapping will be developed to ensure compatibility between presentation graphics

and report graphics. Mapping products will be provided to UCTC in their native format and in “press quality” and “smallest file size” PDF format.

### *Task 2.2 - Transportation Data Acquisition*

The FHI Team will collect existing data and review past transportation studies and/or comprehensive plan transportation components that have been conducted within and in the vicinity of the study corridor, including the Uptown Kingston Stockade Area Transportation Study and any other previous study of this intersection. It is our understanding that this intersection has been studied in the past and that a roundabout concept was considered. FHI will further investigate the status of that analysis and why concepts from that study have not been implemented. This data will be used to frame existing and future conditions within the study area.

- *Task 2.2.1 - Currently Planned or Programmed Roadway Improvements:* The FHI Team will review reports and plans associated with the study area provided by UCTC, and others.
- *Task 2.2.2 - Signal Plans:* The FHI Team will request and review signal plans from the NYSDOT and others for the signalized intersections within the study area.
- *Task 2.2.3 - Existing Traffic Volumes:* The FHI Team will collect and review peak-hour turn movement counts from NYSDOT and UCTC. It is assumed that no new counts will be necessary. Where possible, existing traffic volumes will be obtained from other sources and adjusted as appropriate.
- *Task 2.2.4 - Existing ADT Volumes:* The FHI Team will also obtain baseline Average Daily Traffic (ADT) machine counts from NYSDOT and UCTC for road segments within and near the study area. Data on historic volumes will also be obtained if available.
- *Task 2.2.5 - Crash Data:* The FHI Team will obtain crash data provided by the NYSDOT and others for the latest available three (3) -year period. This will include the most recent report identifying high accident locations in the study area.
- *Task 2.2.6 - Signing and Pavement Marking Database:* The FHI Team will identify pavement marking and major regulatory and way-finding signage within the study area.
- *Task 2.2.7 - Inventory of Parking and Other Traffic Control Devices:* The FHI Team will inventory on-street and existing lot parking within the study area. In addition, the FHI Team will review the type and qualitatively assess the condition of intersection traffic control devices within the corridor.
- *Task 2.2.8 - Pedestrian/Bicycle Network Data Collection:* The FHI Team will field review bicycle and pedestrian facilities (sidewalks and pedestrian trails/pathways) within the study area. Locations of gaps in bicycle and pedestrian facilities, substandard, or discontinuous facilities will be noted. The FHI Team will also identify bicycle and pedestrian networks within or near the study area that should be considered during the intersection improvement concept development. Pedestrian and bicycle activity will be observed and noted during the field reconnaissance.
- *Task 2.2.9 – Transit:* The FHI Team will document the existing transit services that travel through the study area and any facilities (i.e. bus stops, shelter, etc.) that exist so that they can be adequately incorporated into the intersection improvement concept as needed.
- *Task 2.2.10 – Freight:* The level of truck activity (percentage of heavy vehicles making key movements through the study area) will be assessed through traffic counts and field observations.

### *Task 2.3 - Land Use, Community and Environmental Data Acquisition*

- *Task 2.3.1 - Inventory Existing Land Uses:* The FHI Team will map and establish existing land and building use characteristics adjacent to study area roads based on a review of UCTC GIS data, municipal records, property assessment databases, and field reconnaissance.
- *Task 2.3.2 - Community Appearance and Design:* Aesthetic features of the study area will be described using site observations, reviews of existing documentation, and consultation with local historical organizations within the study area.
- *Task 2.3.3 - Environmental Factors:* The FHI Team will review GIS data and mapping developed by UCTC and/or NYSDOT that illustrates the following information within and nearby the study area: topography, wetland areas, water bodies or watercourses, flood plains, surface water, preserved open space, and historically significant locations and buildings.

### *Task 2.4 - Existing Traffic Volume Networks*

The FHI Team will review the turning movement counts for the AM and PM peak periods as well as the twenty-four (24)-hour machine counts provided by NYSDOT. Turning movement diagrams will be utilized to create a representative traffic network.

### *Task 2.5 - Baseline Traffic Operations Analysis*

The FHI Team will utilize traffic data collected to determine the peak hour factor and heavy vehicle adjustment by approach for each of the study area intersections under AM and PM scenarios. This information along with the traffic volume networks will be coded into the latest Synchro traffic model to evaluate the signalized and unsignalized intersection capacity for the study area intersections analyzed. The following measures of effectiveness will be reported for each intersection: overall control delay, level of service, queue Length (95th percentile).

### *Task 2.6 - Future Traffic Operations Analysis*

The FHI Team will utilize the traffic volumes distributed to the highway network to analyze and describe the operating characteristics of the study area network for existing conditions and a single future year, to be determined in consultation with UCTC and NYSDOT. It is important to identify network constraints beyond the subject intersection to understand how network growth elsewhere will affect the demand at the intersection. Forecasted growth will be determined through discussions with UCTC, the AC and NYSDOT.

The FHI Team will use Synchro traffic model to evaluate the signalized and unsignalized intersection capacity of the studied intersections. Data will be exported to the SimTraffic microsimulation model to produce graphical simulations that describe traffic operations within the study area. Existing conditions and one (1) future year will be simulated. The SimTraffic model will yield system performance metrics that will more accurately reflect the operations of a complex intersection. Paper and digital copies of the future analysis will be made available to UCTC and NYSDOT for review and future use.

### *Task 2.7 - Crash Analysis*

The FHI Team will provide an assessment of crash information within the study area utilizing the most recent three (3) years of data provided by the NYSDOT and others. The number of reported

crashes will be highlighted for intersections and roadway segments, along with a tabular summary of incident types, time of day, and roadway conditions. In addition, the FHI Team will identify locations that NYSDOT has highlighted as high accident locations, based on the State's critical accident rate and where traffic accidents illustrate a trend that might be addressed by better intersection design.

#### *Task 2.8 - Roadway and Geometrics Review*

The FHI Team will qualitatively assess the condition of the study area network based on appropriate design recommendations set forth through NYSDOT and American Association of State Highway and Transportation Officials (AASHTO), including but not limited to pavement width, horizontal alignment, vertical grades, and stopping sight distance at major intersections or where the community outreach process identifies critical safety locations. The FHI Team will verify that signal plans are generally representative of field conditions. Areas determined to have design deficiencies will be noted.

#### *Task 2.9 - Pedestrian and Bicycle Network Assessment*

The FHI Team will assess pedestrian and bicycle facilities within the study area based on data collected and consultations with state and municipal officials. The primary focus of this analysis will be to identify gaps in the bicycle and pedestrian system to help determine strategies for the continuity of sidewalks and pedestrian accommodations at intersections and bicycle accommodations through the study area. Roadway conditions affecting bicycle travel within the study area and specifically at the I-587/Albany Avenue/Broadway intersection (i.e. shoulder widths, vehicular travel speeds, percent heavy vehicles, sight lines, etc.) will be reviewed and deficiencies noted.

#### *Task 2.10 - Qualitative American with Disabilities Act (ADA) Compliance Review*

The FHI Team will provide a qualitative review of the study area pedestrian accommodations with regards to current ADA regulations. The primary focus of this analysis will be accessible curb ramps at intersections, pedestrian considerations at signalized intersections, and major study area ADA deficiencies.

#### **Deliverables**

- The FHI Team will draft a technical memorandum identifying study area transportation deficiencies and opportunities. The resulting memorandum will depict existing and future traffic volume networks, and will outline findings from the traffic operational analyses, roadway and geometrics reviews, and accident analysis. This information will be included in the Task 2 Technical Memorandum.
- The FHI will also prepare a draft Data Acquisition Technical Appendix which contains the information collected and developed for Task 2. The Data Acquisition Technical Appendix will be provided to UCTC in Adobe Portable Document File (pdf) format. In addition, Synchro simulations will be provided as AVI files.
- Up to ten (10) paper copies of all deliverables in this task will be made available as requested by the PM

### **TASK 3 – GENERATIVE CONCEPT DEVELOPMENT**

The outcome of this Task is a series of ‘starter ideas’ and concepts that will be screened for applicability in the corridor, potential to meet study area goals, and ultimately taken into the Improvement Plan phase of the study.

*Task 3.1 - Visioning and Concept Development Workshop:* Building upon the existing conditions and future trend analysis, the FHI Team will conduct a three-day workshop in a “studio” location (local community center or meeting space in the study area) that will be a working studio for the Project Team. This Workshop will include:

- Stakeholder Interviews: A series of one-on-one stakeholder interviews with local jurisdictions, property owners, businesses, developers, neighborhood groups, area agencies, etc.
- AC Work Session: An AC Work Session (AC meeting #2) to update the AC on the results of the Project Discovery (Task 2) and the initial improvement concepts developed at the workshop. The AC will also review a preliminary screening matrix assessment that will indicate relative performance of the initial improvement concepts developed at the Workshop.
- Public Visioning Session: An evening public work session (Public Meeting #1) focused on gathering ideas and issues from the public in order to form the vision for the plan and target the key areas of concern. This session will include an educational presentation that covers “complete streets”, urban design, multi-modal transportation, and the study area data collection and analysis. This will be followed by a broad vision exercise to identify “big ideas”, and small table group sessions focused on identifying specific issues and opportunities.
- Project Team Work Sessions: The Project Team will work together over the three (3)-days in between other activities and meetings to assimilate the data collection and analysis into a set of reasonable improvement alternatives. This work will include limited “open house” opportunities to allow interested stakeholders the ability to informally meet with the Project Team to discuss ideas and share information. Quantitative analyses will be performed at a level sufficient to document the relative performance differences between improvement alternatives and their ability to meet project goals and objectives. Tools such as Synchro will be used to determine projected traffic operational characteristics.
- Vision/Concept Development Workshop Summary Document: This document will capture the graphic and analytic products of the workshop and summarizes them for review by the AC. This will be mainly a graphic-intensive document with minimal text used to annotate and describe the key design concepts that result from the workshop. This document will summarize the data, analysis, and stakeholder interviews into an overall study area plan graphic that is annotated and diagrammed to identify and illustrate:
  - *Local Community Goals and Objectives:* Based on existing plans, AC meetings, stakeholder interviews, and public input; identify important areas to protect and long-term study area vision.
  - *Economic Development/redevelopment opportunities:* Identifying where land use or urban form changes are likely based on local community plans, developer initiatives, and underutilized properties.
  - *Intersection Concepts, Mobility Options, and Safety Improvements:* Based on local community plans and stakeholder input, identify a range of intersection improvement concepts and new street network possibilities for further testing and evaluation.

- *Multi-Modal Strategies*: Identification of needed connections and facilities for pedestrians, cyclists, and transit; and key area destinations such as parks, schools, employment centers, etc.

Going into this workshop, the FHI Team will be armed with data and analysis necessary to begin the initial planning of alternative improvements. The key members of the Project Team who will be present at the workshop are Michael Morehouse, Ian Lockwood, Michael Wallwork, Susan VanBenschoten and Francisco Gomes. Other individuals including Carla Tillery, Rachel Bright, Jill Barrett, Josh Weiss and Carol Gould may be available for limited involvement as needed. This select group offers the combined expertise required to work through the complexities of the various concepts being considered. Expertise represented by the above individuals includes roundabout design, signal/intersection design, bicycle and pedestrian planning, placemaking, landscape architecture, public facilitation, and community planning. All will be working side-by-side, along with stakeholders and the public, to develop improvement concepts that best meet the stated goals and performance criteria established at the onset of the study.

#### *Task 3.2 - Transportation Recommendations Matrix*

Based on the work accomplished during the Visioning and Concept Development Workshop, the FHI Team will develop a matrix of alternative transportation improvement and management strategies to facilitate evaluation and screening by the AC. The matrix will categorize potential infrastructure and programmatic recommendations. The AC will use the matrix to facilitate selection of a preferred intersection improvement concept.

Screening criteria will reflect the stated goals and objectives, as suggested by the AC that were identified in the first AC meeting. Screening criteria may include cost considerations, right-of-way impacts, environmental impacts, performance measures from Task 2 and the attainment of the AC's goals and visions for the study area.

#### **Deliverables**

- Vision/Concept Development Workshop Summary Document. A digital version of the draft document and ten (10) paper copies will be provided to UCTC.
- Matrix evaluation summary including decisions on the screening of concepts identified in the Vision Workshop Summary Document.

#### **TASK 4 - DRAFT AND DISCUSS INTERSECTION IMPROVEMENT PLAN**

Based on the Visioning process, the screening matrix evaluation in Task 3, interactive communication, and a third meeting with the AC; the FHI Team will prepare a Draft Intersection Improvement Plan.

Using a web site or social networking resource (initiated by the UCTC), the FHI Team will engage in interactive communication with the AC and key stakeholders to answer remaining questions on the analysis of improvement alternatives carried forward in the screening matrix. The FHI Team will revise analyses as appropriate and will be prepared with the information necessary for the AC and the PM to make an informed decision on a preferred improvement alternative at AC Meeting #3.

The preferred improvement alternative will be refined and documented in the remaining study tasks. The map graphics for the plan will be developed at an illustrative scale of 1"=200', and up to 1"=50' where appropriate. The following areas will be addressed in the Plan:

#### *Task 4.1 - Highway and Intersection Improvements*

The FHI Team will prepare conceptual plans and diagrams showing alternative intersection concepts, roadway lane geometry, streetscape treatments, and traffic control improvements.

Proposed intersection changes will be analyzed and evaluated for their effectiveness to mitigate identified traffic operations deficiencies noted in Task 2. The FHI Team will use SimTraffic Software to produce graphic simulations of the results of proposed recommendations.

#### *Task 4.2 - Traffic Operations Analysis*

The FHI Team will utilize the future year traffic volumes developed in Task 2.6 to analyze and describe the operating characteristics of the proposed intersection improvement. The FHI Team will use Synchro traffic model to evaluate the signalized and unsignalized intersection capacity of the network and data will be exported to the SimTraffic microsimulation model to produce graphical simulations that describe traffic operations within the study area. The SimTraffic model will yield system performance metrics that will more accurately reflect the operations of a complex intersection. Paper and digital copies of the future analysis will be made available to UCTC and NYSDOT for review and future use.

#### *Task 4.3 - Safety Improvements*

The FHI Team will develop roadway and traffic control recommendations to alleviate safety deficiencies highlighted in the crash analysis conducted in Task 2 or safety concern locations identified through field reconnaissance or through stakeholder outreach. Recommended safety improvements will be described and/or graphically shown on the concept plans as appropriate. Any programmatic solutions recommended to increase safety within the study area will be described.

#### *Task 4.4 - Transit, Freight, Bicycle, and Pedestrian Accommodation*

In order to achieve multi-modal goals, the Intersection Improvement Plan must accommodate a diverse set of users including: bicyclists, pedestrians, freight providers, and transit riders. In addition, the project should facilitate the interaction of these modes to increase mobility opportunities for all types of trips. This task will ensure that any new infrastructure improvement enhances the opportunities for multi-modalism.

#### *Task 4.5 - Traffic Calming, Streetscape, and Landscape Recommendations*

The Plan may include recommendations for traffic calming, streetscape and landscape improvements where appropriate. Recommendations may be both site specific and study area-wide in nature. Where site-specific recommendations are made, appropriate implementation techniques will be described and mapped at a scale of 1" equals 100' as appropriate.

#### *Task 4.6 – Parking Accommodation*

Some of the Intersection Improvement Concepts may impact existing on-street parking in the study area. This task will ensure that if parking is removed, alternate locations will be provided so that no net loss in parking capacity is experienced. In fact, enhancements to parking may be possible and will be fully explored.

#### *Task 4.7 - Right-of-Way Impacts*

As part of this task, the FHI Team will identify right-of-way impacts associated with the improvement proposals, indicating whether right-of-way proposals impact public or private property. As the transportation improvement concepts will remain conceptual and not be developed to a level of preliminary engineering design, the identification of potential property acquisitions will be qualitative and will not name specific property owners or business names.

#### *Task 4.8 - Preliminary Assessment of Environmental Issues*

The FHI Team will undertake a general evaluation of the environmental impacts associated with the Intersection Improvement Plan based on the resources considered under Task 2 and will refine recommendations as necessary to minimize impacts to environmentally sensitive areas.

#### *Task 4.9 - Visualization of Proposed Transportation Improvements*

The FHI Team will prepare clear and compelling visualizations of the suggested changes to the street design in the study area and how the adjacent land use are integrated with the transportation infrastructure. This will include both location-specific solutions and general “tools” to guide the design of “complete streets”.

Based on the major project recommendations, a set of visualizations will be produced to illustrate to the public the visual and physical impact of the proposed transportation projects, street design, complete street concepts, and redevelopment/urban design scenarios. Up to four (4) visualizations will be produced and may include hand-drawn perspective sketches, 3D computer generated street cross sections, and/or computer photo enhancement.

#### *Task 4.10 - Energy Efficiency and Green Design Elements*

The FHI Team will consider using ‘green’ materials and construction techniques that minimize the disturbances on adjacent environmental resources and land uses and is cognizant of energy efficient practices. Concepts that conserve energy, minimize stormwater runoff, minimize solar radiation, and reduce airborne pollutants will be appropriately considered in the Plan.

#### *Task 4.11 - Conceptual Cost Estimates*

The FHI Team will prepare “order-of-magnitude” cost estimates for Plan’s transportation system recommendations. During the course of the workshop, the FHI Team will develop preliminary cost estimates for the improvement alternatives. Following the workshop, prior to AC Meeting #3, we will develop more detailed cost estimates that consider capital as well as operations and maintenance costs. The FHI Team will base the preliminary cost estimates on NYSDOT’s standing specifications and guidelines, historical bid unit prices and other factors, as appropriate. Cost estimates will be formatted so as to allow ready comparison of the scope of work, quantities, and estimated costs for all major elements.

#### *Task 4.12 - Review, Discuss, and Revise Draft Plan*

The FHI Team will prepare a Draft Intersection Improvement Plan which will include an Executive Summary, a description of the existing and future conditions, and the recommended Study Area Improvement Plan. The Plan will also include a description of implementation elements such as priorities, phasing, order-of-magnitude cost estimates, and potential sources of

funding. The Draft Plan will also include a summary of the findings from Task 2 and as well as the key points associated with technical memorandum developed for the Visioning and Concept Development Workshop. The Draft Plan will utilize maps, plans, diagrams, drawings, and visualizations as appropriate. In addition, the Draft Plan will reference as necessary and include as appendices the technical memoranda developed for Task 2 and for the Visioning and Concept Development Workshop.

#### *Task 4.13 - Public Review and Comment on the Draft Plan*

The FHI Team will facilitate a public review and discussion of the Draft Intersection Improvement Plan. The FHI Team, with assistance from UCTC staff and members of the AC, will present the Draft Intersection Improvement Plan at a public information meeting (Public Information Meeting #2), facilitate public review, and receive comments.

#### *Task 4.14 - Final Review/Discussion and Revisions*

The FHI Team will prepare a report of the comments and suggestions received as a result of the public review process and facilitate a review and discussion of this information by the AC for review and comment on how the final plan might be modified (AC Meeting #4). The AC members will have this opportunity to provide the FHI Team with direction for the development of the final plan.

#### *Task 4.15 - Final Plan*

The FHI Team will incorporate the public and AC's requests for changes, as appropriate, and prepare the Final Intersection Improvement Plan. It is assumed that up to two (2) rounds of edits may be made to the plan based on public and AC comments received.

#### *Task 4.16 - Executive Summary*

The FHI Team will develop a Draft Executive Summary outlining the findings on the Final Plan. The format of the Executive Summary will be a concise "brochure" type document that will be useful for broad distribution to a variety of readers including elected officials, municipal and state agencies, and the public.

#### **Deliverables**

- A total of ten (10) copies of the draft plan will be provided to UCTC and distributed to the AC. The report will be provided to UCTC in Adobe Portable Document File (pdf) format for additional distribution. The FHI Team will make up to two (2) rounds of edits to the plan based on comments received.
- A digital copy and up to ten (10) paper copies of the Draft Executive Summary will be provided to UCTC and the AC for review and comment.
- The FHI Team will make a digital copy and up to ten (10) paper copies of the Final Plan, Executive Summary and Technical Appendix for final distribution.

#### **General Note on Deliverables**

In addition to the deliverables included above, all digital material developed by the FHI Team as part of the study will be made available to UCTC in its native format. The FHI Team will also provide ten (10) CD's/DVD's containing all of the project documents including presentations in Adobe pdf format to be indexed as approved by the COUNTY'S PM.

# Study Area

