

## Scope of Work

April 22, 2015

The following sections describe Stantec's proposed scope, broken down by task. Please note that our refined approach builds upon your scope as defined in the RFP and discussion at the project interview. As requested, we expanded or refined the approach based on innovative techniques or technical scope items that we feel would enhance the overall CSP products. Please note that assistance from the Wilmington MPO staff does not mean a burden to their workload. However, in order to be efficient with the limited funds and provide a high quality product, specific tasks will be administered by the Client. Tasks may include meeting logistics, agendas, notifications, website maintenance, GIS/graphics. In this sense, the Pender County CSP planning process will be a true partnership. Total budget for the Pender County CSP is \$60,000.

### **Task 1: Assess Existing Network Functionality/Existing Conditions** (*man-hours: 72 Fee: \$8,000*)

A kick-off meeting involving Stantec's project team will be followed by a meeting with local planning staff and the Steering Committee to review land use plans, assess future land use build-out (utilizing LU results from FOCUS) in the area, and access GIS (data layers provided by the client) and environmental data for use in the project. Stantec planners will subsequently complete the following tasks with Wilmington MPO staff assistance:

- Assess future land use built-out (utilizing LU results from FOCUS)
- Analyze crash history (3 year data provided by NCDOT)
- Evaluate existing transportation infrastructure (roads, pedestrian and bicycle facilities, utilities)
- Thoroughly review existing plans and local ordinances
- Analyze environmental/natural features data map (Client)
- Examine existing geographical areas within the study area
- Review approved development (TIA/site plans provided by Client)
- Assess functional classifications as they relate to existing roads in the study area
- Review existing Traffic Impact Analysis thresholds with an eye to development implications
- Prepare and discuss the impacts of the Hampstead Bypass Project, other TIP and committed projects and planning efforts

In addition to these tasks, the Stantec project team will present best practice resources with the ultimate goal of incorporating these resources into the project Workbook. Additionally, based on the size of the study area, efforts will be made early in the project to identify the location of geographically diverse community centers, which could serve as good places to advertise the public information workshops.

The Project Team will also begin the initial public outreach phase at this point in the process. In addition to an information-gathering public outreach session to solicit ideas and feedback, this will

entail directing participants/stakeholders to the project webpage (hosted by the Client). The website is a good way to build public rapport with the project, and has the potential to reach those that prefer not to attend meetings and instead provide input online. The combination of Facebook and a project website (a link on the Pender County website) provides a substantial online presence, which will capture feedback from younger people and those less likely to attend in-person meetings. The public outreach session, on the other hand, provides a great way to introduce the project and allows Stantec to solicit feedback on current conditions, problem locations, and areas to preserve.

#### *Deliverables*

- Existing Conditions Memo
- Collector Street Inventory (Funded and Unfunded)
- Steering Committee Work Session
- Public Outreach Strategy Document
- Environmental/Natural Resource Data Map

#### **Task 2: Identify Gaps in Existing Collector Street Network** *(man-hours: 95 Fee: \$10,000)*

With a thorough understanding of area and a review of previous related documents like the Coastal Pender County CSP (2007) and the US 17/NC 210 Corridor Study (2012), the Project Team will synthesize project information and determine the existing gaps for both the current and future planned network. This process will entail understanding:

- Alignment of the current network with adopted plans
- Provision of pedestrian connectivity and a comfortable walking environment
- Accommodation of bicyclists on/along the network
- Areas in which bicyclists are more likely to travel
- Provision of improved/alternate routes for emergency management services
- Effects of connectivity between land uses on the reduction of local vehicle miles traveled
- Accommodation of transit and school buses
- Provision of connectivity for large trip generators

This assessment will provide key information regarding how the network functions in light of regional planning goals and the eight key factors approval from the steering committee. The Project Team will move forward using the information from this preliminary analysis to guide the planning process.

In addition, planners and the Steering Committee will review current, state-of-the-practice guidance, including the NACTO Urban Street Design Guide, [AASHTO Guide for the Planning, Design, and Operation of Bicycle Facilities](#) (Authored by Toole Design Group), NCDOT Complete Streets Policy & Design Guidance, Cape Fear Commutes 2035 Transportation Plan, draft Cape Fear Transportation 2040 Plan, EPA "green street" design guidance, and the methodology of the [Walk Friendly Communities](#) designation and decide on policies to include in the Workbook.

*Deliverables*

- Network Gaps Memo
- Collector Street Network Map
- Steering Committee Work Session
- Information-Gathering Public Outreach Session (same day)

**Task 3: Propose Changes to the Existing Collector Street Network** (*man-hours: 145 Fee: \$16,000*)

Once existing conditions have been evaluated, the Project Team will propose changes to the collector street network with a focus on the following key elements:

- Alignment with current plans
- Reclassifying certain non-collector streets to collector status
- Proposing new collector streets on new alignments (with an eye to future land use and environmental considerations)
- Protecting environmentally sensitive areas
- Closing gaps in the provision of emergency services
- Implementing a complete bicycle network by making key connections between facilities
- Identifying high crash locations
- Providing pedestrian connectivity in the area
- Ensuring land uses receive adequate traffic consideration at future built-out (especially for large trip-generators and growth nodes)
- Considering transit/school bus accommodations when appropriate
- Reducing Vehicle Miles Traveled by improving connectivity between land uses for all modes of transportation
- Maximizing connectivity, while reducing takings, environmental damage, and burdens placed on land owners and developers

Stantec will provide two separate collector street configurations, one created with a more conservative approach and the other “pushing the boundaries.” The final collector street plan will be a hybrid of these two scenarios, incorporating a bolder approach in some areas and more conservative approach in others. The input of the Steering Committee will be instrumental in deciding which elements are adopted.

For this task, the **Collector Street Spacing Standards** that were developed in previous CSP planning efforts will be applied. These spacing standards were developed to relate the optimum spacing requirements for collector and arterial spacing based on land use density and intensity. Connectivity standards were developed based on providing a level-of-service D

or better for the overall roadway network. More than just a rule of thumb, these standards have been used in several collector street planning studies with quality results.

Both scenarios (i.e., configurations) will incorporate design elements from the NACTO, CPTED, and Walk-Friendly Communities methodology, as agreed upon in Task 2. Current ordinances will be reviewed and broad-based policy changes will be made that apply to collector streets. Actual language (code) is not included in this task. Additionally, the Project Team will develop model cross-sections (up to 6) that reflect the most up-to-date guidance on Complete Streets, while also considering the impacts to community character, landscaping, utilities, and traffic calming.

In counties such as Pender, water quality is often a concern. Stantec's **Envision** Green Streets practice is a nationally recognized expert at stormwater Best Management Practices (BMPs.) For this project we will integrate these policies into the Pender County Collector Streets Plan/policy assessment, an especially relevant topic in this study area due to the high propensity of wetlands/floodplans and existing drainage concerns.

#### *Deliverables*

- Collector Street Network Changes Memo
- Two Collector Street Configurations
- Collector Streets Cross-Sections (up to 6)
- Steering Committee Work Session
- Draft Implementation Plan element
- draft of Tri-Party Bicycle/Pedestrian Facilities Agreement
- Green Streets Strategy (policy guidelines)

#### **Task 4: Develop and Present Draft Plans** (man-hours:140 Fee: \$14,000)

Incorporating the efforts of the previous tasks, the Project Team will prepare a Draft Collector Street Plan, including the results of public outreach, Steering Committee recommendations, and the final “hybrid” scenario in GIS format. Additionally, this draft report will include cost estimates and implementation plan. Policy guidelines will also be prepared at this time and will detail design standards and proposed policies to help guide the future development of a collector street network.

This document (Workbook) will be summarized in a graphically-friendly reporting style and will be presented to the public at a public work session. Presentation materials, crafted in such a way to not only present the Plan, but also to inform/educate the audience on the need, purpose, effect, and function of a collector street plan, will be provided to local officials for committee meetings.

At this point, the public outreach for this project will be summarized and presented to the Steering Committee in draft form. This information will be included in the draft plan as an important input into the development of the draft collector street system.

#### *Deliverables*

- Draft Pender County Collector Street Plan (5 copies)

- Digital Copies of Draft Pender County Collector Street Plan, Presentation for Steering Committee
- Client Work Session
- Public Informational Workshop (same day as Client work session)

**Task 5: Develop and Present Final Plans** *(man-hours: 85 Fee: \$9,000)*

Following the receipt of the results of the public information workshop and public comment period, the Project Team will further refine the plan to reflect the comments and present the final plan to the Pender County Commissioners (Stantec) and the WMPO Transportation Advisory Committee (Client to present). The policy recommendations or guidelines (within overall plan) will also be presented at this time.

*Deliverables*

- Final Pender County Collector Street Plan and Policy Assessment (Workbook)
- Final Pender County Collector Street Plan Presentation

**Task 6: Provide Final Report** *(man-hours: 30 Fee: \$3,000)*

Based on the final input from the Pender County Commissioners and the WMPO Transportation Advisory Committee, the Project Team will put together a final Workbook. Design plans, graphic renderings, and memos will be added to this report in a legible and easy-to-understand format (8.5 x 11 in.)

*Deliverables*

- Ten hard copies of the final Workbook
- Flash drive with all plan data and documents as well as GIS data

**Task 7: Coordination** *(effort included in other tasks)*

Stantec will maintain continuous coordination with the steering committee and planning staff throughout the planning process. A progress report (bullet points of accomplishment) will be submitted each month to the MPO along with the invoice.

**Fee and Schedule**

Total budget for the Pender County CSP is \$60,000.

It is anticipated that the schedule for the Pender County CSP will be six months. This schedule is subject to delays outside of the control of the Consultant including client reviews and scheduling meetings with elected officials.