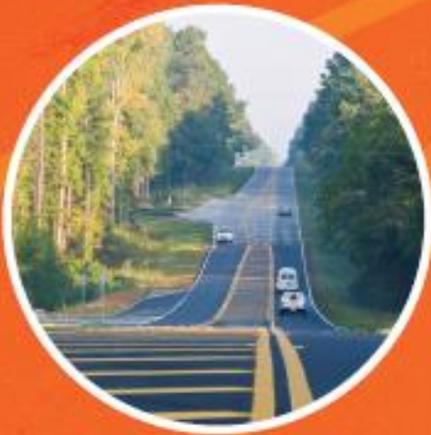




Collector Street Plan: Project Work Plan Pender County



City of Wilmington
June, 2015



Pender County

Collector Street Plan (CSP)

Project Work Plan

**Submitted to
Pender County**

June 2015

This project is sponsored by the following agencies: Wilmington MPO and Pender County

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I. Background & Planning Process

Stantec has been retained by the Wilmington MPO to provide professional services in the preparation of the ***Pender County Collector Street Plan (CSP)***. This project represents an update of the 2007 collector street plan for Pender County. New connections, street design standards, environmental review and policy recommendations will all be a part of this update to assist local governments with collector streets planning and implementation.

With this in mind, this project isn't simply about creating a framework to identify existing collector streets and direct the construction of new collector streets in the Hampstead, Scotts Hill, and Rocky Point areas of Pender County, though that is critical. This project is an opportunity to lay the groundwork for future development that has a low impact on the environment, supports alternative modes of transportation, and evenly spreads the traffic burden across the network. Incorporating these considerations into the plan is arguably the most important element of the project; succeeding at including these elements will safeguard Pender County and the Wilmington region against costly traffic issues in the future. Additionally, this project includes a collector street standards element, which represents the possibility of affecting positive infrastructural change in the area through innovative street design, enhanced connectivity and environmental stewardship. It will also look for ways to effectively engage the Pender County community to identify problem areas and suggest improvements.

This project involves developing a long-range plan for the local street network to accommodate projected growth and infrastructure changes. We understand that the need for this study is prompted by growth that may be accelerated by the completion of I-140 to US 17 and by new potential interchanges associated with the Cape Fear River Crossing, as well as the potential Hampstead Bypass project. Stantec and its team of planners and engineers are aware of this and are committed to delivering a quality product with a high likelihood of being implemented. In order to make good on this approach, we recognize the importance of communicating milestones and deliverables throughout the planning process. With this in mind, the following ***Project Work Plan*** describes the team organization, milestones, deliverables, schedule, quality control, and communication plan for this planning effort. On a bi-monthly basis, we will prepare a progress report that describes project efforts from the previous month, current issues to be resolved, and next months' milestones and activities. The progress reports will be included with a copy of the quarterly invoice for your convenience.

II. Project Goal/Objective

Our planning and engineering approach is focused on the creation of a ***flexible planning process***. Through our Project Team's experience in working with NCDOT as well as the Wilmington MPO, we understand the need to be responsive in our planning/design process: as the old adage goes, "expect the unexpected." Our goal is to ensure that the endorsed recommendations are a result of informed decision-making and a process that allows stakeholders the opportunity make changes and justify the outcome. The advantage of a flexible framework is the ability to customize the process to reflect the priorities of the project stakeholders and to respond to challenges as they arise.

Project Goal: This project is ultimately about quality of life for current residents and future generations in this area, as much as it is about development. Our goal is to create an

innovative plan that emphasizes mobility and accessibility, but also environmental sustainability, community character, and cohesion with the greater Wilmington region.

The schedule for the planning process is to complete the Pender County Collector Street Plan within the 6 - 8 month planning timeframe. The project will be overseen by a committee of key stakeholders, including the Wilmington MPO, Pender County and potential representatives from the residential and business community. Stantec will communicate progress to this committee at a Project Kickoff Meeting, Committee Work Sessions, and at Public Workshops. Stakeholder communication will be vital to receiving “informed consent” with regard to the process and final deliverables. The diversity of outreach options, including public meetings, website materials, and MPO coordination, will provide a solid basis for achieving substantial public input.

III. Project Team

Michael Rutkowski, PE, AICP will serve as your Project Manager assuring quality reviews on project deliverables and helping to facilitate public outreach and stakeholder collaboration efforts. Max Bushell, AICP will serve as your Assistant Project Manager providing the day-to-day contact for the project, and will serve as the front line of communication between the Stantec Team and project stakeholders. Throughout the duration of this plan, our focus will be on this project, giving Pender County and member agencies quick access to information and providing timely response to questions. The full project team is listed below:

Stantec:

<u>Project Team Task Leaders</u>	<u>Role:</u>
Michael Rutkowski, PE, AICP	Project Manager
Max Bushell, AICP	Asst. Project Manager
Amy Sackaroff, AICP	Stakeholder Outreach
Linda Pass, P.E.	Stormwater Best Practices
Amber Coleman	Environmental Screening
Anna Stokes	GIS and Data Analysis

IV. Project Schedule

The Pender County Collector Street Plan tasks will include coordination with the client, stakeholders, data collection and information gathering; environmental analysis; connectivity analysis; development review process, and analysis of potential funding mechanisms. The project team will also conduct two public outreach meetings. The tentative deadline for completing this scoping and concept study is February 2016. Dates within this milestone schedule are subject to change based on data availability, public involvement scheduling, review of deliverables, and council/board presentations. Table 1 provides the project milestone schedule.

Table 1. Milestone Schedule

Project Milestone	Tentative Initiation/Completion Date¹	Achieved
Notice to Proceed	06/01/2015	06/01/2015
Submit Project Work Plan	06/03/2015	06/03/2015
Create Project FTP Site	06/03/2015	06/03/2015
Submit Data Needs List	06/03/2015	06/03/2015
Steering Committee Kickoff Meeting/Site Visit	TBD After 07/13/2015	
Finalize Study Area Boundary	07/01/2015	
Obtain Data from Client	07/03/2015	
Initiate Environmental Screening	07/03/2015	
Initiate Existing Conditions Analysis	07/10/2015	
Develop Public Questionnaire/Web Page (Client)	07/16/2015	
Submit Existing Conditions Analysis Technical Memorandum	08/07/2015	
Steering Committee Mtg and Stakeholder Workshop #1	08/20/2015	
Collector Street Network (Mapped)	08/28/2015	
Ground Truthing Exercise	09/04/2015	
Two Collector Street Network Scenarios	09/11/2015	
Cross Sections (up to six)	09/22/2015	
Tri-Party Bicycle/Pedestrian Facilities Agreement	09/30/2015	
Green Streets Strategy	10/02/2015	
Steering Committee Mtg	10/09/2015	
Refine Collector Street Network	10/16/2015	

Project Milestone	Tentative Initiation/ Completion Date ⁴	Achieved
Draft Plan Implementation	10/30/2015	
Draft Collector Street Plan Workbook	11/20/2015	
Client Work Session and Public Informational Meeting	12/18/2015	
Revise Collector Street Plan Workbook	1/08/2016	
Final Collector Street Plan Workbook	1/15/2016	
Present to County Commissioners	1/25/2016	
Submit Final Workbook	2/12/2016	
Submit Plan Data “Flash Data”	2/19/2016	

⁴Tentative completion dates subject to change based on client review and scheduling meetings/work sessions with elected officials. The milestone schedule will be updated and included in bi-monthly progress reports.

V. Communication Protocol and Contact List

To ensure quality performance and delivery, the Client will work with the Stantec Team to develop a detailed Contact List for potential participants and stakeholders for the CSP. The communication protocol established here identifies the primary points of contact within the Wilmington MPO as well as within the Consultant team. Information in this work plan will be used for the duration of the project to maintain smooth coordination and enhance communication with the public, stakeholders, and the client.

Progress Reporting:

The Consultant will prepare bi-monthly progress reports consisting of a bulleted list describing recent project efforts. These progress reports will be included with a copy of the monthly invoice for ease of reference.

The progress reporting and conference calls will be used by the project team members to ensure schedule adherence and project deadlines. Understandably, the planning process may encounter externalities that may cause delay in the schedule. If this occurs, the Project Manager will contact the Client directly to establish a procedure for addressing the delay. The Consultant Team will make every effort to adhere to the project timeline. However, in order to meet and exceed client and stakeholder expectations, a flexible planning process that is responsive to project objectives will be administered.

Project Team Communication:

Direct communication between the Consultant and the Client will occur throughout the planning process via email correspondence, telephone calls, and face-to-face meetings with the Wilmington MPO, Pender County, and NCDOT staff. Subconsultants and other project

team members will not contact the client or Committee members directly unless the Consultant Project Manager is copied on the correspondence.

A detailed contact list for the local agency and stakeholders will be provided by the client at the outset of the project to augment the communication protocol. Individual contact lists may be created for other agencies, entities, and public participants. Contact lists will be updated periodically as the need arises.

Documentation Quality Review:

In addition to the review by the project leadership, specific project documents will go through a series of quality control reviews by trained technical writing staff. Specifically, the final reporting documents associated with this effort will be reviewed by our Marketing Coordinating staff for grammar, sentence flow, and comprehension.

VI. Invoicing and Progress Reports

Invoices will be submitted on a monthly basis to the Client beginning July 2015. Each monthly invoice will be accompanied by a progress report consisting of a bulleted list summarizing efforts to date.

Invoices will be addressed to:

Mike Kozlosky
Executive Director
Wilmington MPO
305 Chestnut Street, 4th Floor
Wilmington, NC 28401

VII. Project Contacts

Client Project Manager:

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