

NORTH CAROLINA
WAKE COUNTY

CONTRACT FOR SERVICES

THIS CONTRACT (this "Contract") is entered into by and between Kimley-Horn and Associates, Inc., hereinafter referred to as the "Contractor;" and the NC Capital Area Metropolitan Planning Organization, hereinafter referred to as "CAMPO." As the lead planning agency for CAMPO, the City of Raleigh (the "City") is an intended third-party beneficiary to the Contract. All parties herein shall collectively hereinafter be referred to as the "Parties".

WITNESSETH:

WHEREAS, CAMPO desires to procure a contractor to perform services; and

WHEREAS, CAMPO has completed necessary steps for retention of professional and other services under applicable City policies; and

WHEREAS, CAMPO has agreed to engage the Contractor, and the Contractor has agreed to contract with the CAMPO, for performance of services as described, and according to the further terms and conditions, set forth herein.

NOW THEREFORE, in consideration of sums to be paid to the Contractor, and other good and valuable consideration, the Contractor and CAMPO do contract and agree as follows:

1. Scope of Services

The Contractor shall perform for CAMPO the Southeast Area Study Update in accordance with the tasks outlined in Attachment A, Scope of Services, attached and incorporated herein.

2. Time of Performance

In performing the services described in this Contract, it is mutually agreed that time is of the essence. The Contractor shall begin work upon Notice to Proceed and work shall be completed no later than June 30, 2023. The term of this Agreement shall commence upon execution by CAMPO and shall run through Contractor's completion of all tasks identified in Attachment A to CAMPO's satisfaction.

In the event the services under the Contract are not completed by this date, the Contractor shall be assessed liquidated damages of \$0 for each day's delay beyond the completion date. If liquidated damages are not applicable to this Contract, insert '(0) zero' in the space above.

3. Compensation; Time of Payment

For services to be performed hereunder, the CAMPO shall pay the Contractor a not to exceed contract amount of \$399,999.76 for services performed during fiscal years (FYs) 2022 and 2023 unless changed by a duly authorized amendment. Invoices shall be accompanied by a narrative statement of work, which shall be approved by the CAMPO Executive Director or his designee, prior to approval for payment. The standard City of Raleigh payment term is NET 30 days from the date of invoice. **For prompt payment you may email all invoices to (Lisa.Blackburn@campo-nc.us). All invoices must include the following Purchase Order**

Number _____. Invoices submitted without the correct purchase order number will result in delayed payment.

4. Workmanship and Quality of Services

All work performed under this Contract shall be performed in a workmanlike and professional manner, to the reasonable satisfaction of CAMPO, and shall conform to all prevailing industry and professional standards.

5. Standard of Care

Contractor shall perform for or furnish to CAMPO professional and related services in all phases of the project to which this Contract applies as hereinafter provided. Contractor may employ such Contractor's Consultants as Contractor deems necessary to assist in the performance or furnishing of professional and related services hereunder. Contractor shall not be required to employ any Contractor's Consultant unacceptable to Contractor.

The standard of care for all professional and related services performed or furnished by Contractor under this Contract will be the care and skill ordinarily used by members of Contractor's profession practicing under similar conditions at the same time and in the same locality.

6. Notices

All notices, requests for payment, or other communications arising hereunder shall be sent to the following:

CAMPO:

Attn: Brandon Watson

Capital Area MPO

421 Fayetteville Street, Suite 203

Raleigh, NC 27601

Telephone: 919-996-4400

Contractor:

Attn: Allison Fluitt

Kimley-Horn and Associates, Inc.

421 Fayetteville Street, Suite 601

Raleigh, NC 27601

Telephone: 919-677-2000

Email: Allison.Fluitt@kimley-horn.com

All notices regarding a dispute arising under this Agreement shall also be provided to:

Capital Area MPO

Attn: Executive Director

421 Fayetteville Street, Suite 203

Raleigh, NC 27601

7. Non-discrimination

To the extent permitted by North Carolina law, the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this Contract. The parties further agree, to the extent permitted by law, to conform with the provisions and intent of any applicable non-discrimination laws.

8. Minority or Women Owned Businesses

The City of Raleigh prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, age or handicap or sexual orientation and will pursue an affirmative policy of fostering, promoting and conducting business with women and minority owned business enterprises. The Contractor shall adhere to any MWBE requirements associated with any public funding involved in this Contract

9. Assignment

This Contract may not be assigned without the express written consent of CAMPO.

10. Applicable Law

All matters relating to this Contract shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.

11. Insurance

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of this Contract the following coverages and limits. The requirements contained herein, as well as CAMPO's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under this Contract.

Commercial General Liability – Combined single limit of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

Automobile Liability – Limits of no less than \$1,000,000 Combined Single Limit. Coverage shall include liability for Owned, Non-Owned and Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired and Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Auto Liability policy. Automobile coverage is only necessary if vehicles are used in the provision of services under this Contract and/or are brought on a COR site.

Worker's Compensation & Employers Liability – Contractor agrees to maintain Worker's Compensation Insurance in accordance with North Carolina General Statute Chapter 97 with statutory limits and employees liability of no less than \$1,000,000 each accident.

Additional Insured – Contractor agrees to endorse CAMPO and the City of Raleigh as additional insureds on the Commercial General Liability, Auto Liability and Umbrella Liability if being used to meet the standard of the General Liability and Automobile Liability. The Additional Insured shall read "Capital Area Metropolitan Planning Organization and the City of Raleigh are named additional insured as their interest may appear."

Certificate of Insurance – Contractor agrees to provide both CAMPO and the City of Raleigh a Certificate of Insurance evidencing that all coverages, limits and endorsements required herein are maintained and in full force and effect, and Certificates of Insurance shall provide a minimum thirty (30) day endeavor to notify, when available, by Contractor's insurer. If Contractor receives a non-renewal or cancellation notice from an insurance carrier affording coverage required herein, or receives notice that coverage no longer complies with the insurance requirements herein, Contractor agrees to notify CAMPO and the City of Raleigh within five (5) business days with a copy of the non-renewal or cancellation notice, or written specifics as to which coverage is no longer in compliance. **The Certificate Holders' addresses should read:**

City of Raleigh
Post Office Box 590
Raleigh, NC 27602-0590

and

CAMPO
421 Fayetteville Street, Suite 203
Raleigh, NC 27601

Umbrella or Excess Liability – Contractor may satisfy the minimum liability limits required above under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella

or Excess Liability, however, the Annual Aggregate limits shall not be less than the highest ‘Each Occurrence’ limit for required policies. Contractor agrees to endorse CAMPO and the City of Raleigh each as an ‘Additional Insured’ on the Umbrella or Excess Liability, unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a ‘Follow-Form’ basis.

Professional Liability – Limits of no less than \$1,000,000 each claim. This coverage is only necessary for professional services such as engineering, architecture or when otherwise required by CAMPO.

All insurance companies must be authorized to do business in North Carolina and be acceptable to CAMPO.

12. Indemnity

A. PROFESSIONAL SERVICES CONTRACTOR’S INDEMNIFICATION (EXCLUSIVE OF DESIGN SERVICES) TO CAMPO

- a. To the fullest extent allowed by law, the Contractor shall defend, indemnify and hold harmless CAMPO, its officers, officials, employees, agents, or indemnities (collectively called “Indemnified Parties”) from and against those Losses, liabilities, damages, and costs caused by, arising out of, resulting from, or in connection with the execution of the work provided for in this Agreement, when the Fault of the Contractor or its Derivative Parties is a proximate cause of the Loss, liability, damage, or expense indemnified.
- b. Costs and expenses shall include attorneys’ fees, litigation or arbitration expenses, and court costs actually incurred by the Indemnified Parties to defend against third-party claims alleged in any court, tribunal, or alternative dispute resolution procedure required of any of the Indemnified Parties by law or by contract, but only if the Fault of the Contractor or its Derivative Parties is a proximate cause of the attorney’s fees, litigation or arbitration expenses, or court costs to be indemnified.
- c. The Contractor’s duty to indemnify, defend, and hold harmless described hereinabove shall survive the termination or expiration of this Contract.

B. PROFESSIONAL SERVICES CONTRACTOR’S INDEMNIFICATION (EXCLUSIVE OF DESIGN SERVICES) TO THE CITY OF RALEIGH

- a. To the fullest extent allowed by law, the Contractor shall defend, indemnify and hold harmless the City of Raleigh, its officers, officials, employees, agents, or indemnities (collectively called “Indemnified Parties”) from and against those Losses, liabilities, damages, and costs caused by, arising out of, resulting from, or in connection with the execution of the work provided for in this Agreement, when the Fault of the Contractor or its Derivative Parties is a proximate cause of the Loss, liability, damage, or expense indemnified.
- b. Costs and expenses shall include attorneys’ fees, litigation or arbitration expenses, and court costs actually incurred by the Indemnified Parties to defend against third-party claims alleged in any court, tribunal, or alternative dispute resolution procedure required of any of the Indemnified Parties by law or by contract, but only if the Fault of the Contractor or its Derivative Parties is a proximate cause of the attorney’s fees, litigation or arbitration expenses, or court costs to be indemnified.
- c. The Contractor’s duty to indemnify, defend, and hold harmless described hereinabove shall survive the termination or expiration of this Contract.

C. Definitions:

1. For the purposes of this Section, the term “Fault” shall mean any breach of contract; negligent, reckless, or intentional act or omission constituting a tort under applicable statutes or common law; or violation of applicable statutes or regulations.
2. For the purposes of this Section, the term “Loss” or “Losses” shall include, but not be limited to, fines, penalties, and/or judgments issued or levied by any local, state, or federal governmental entity.
3. For the purposes of this Section, the term “Derivative Parties” shall mean any of the Contractor’s subcontractors, agents, employees, or other persons or entities for which the Contractor may be liable or responsible as a result of any statutory, tort, or contractual duty.

13. Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled by the Contractor under this Contract shall be kept as confidential proprietary information of the CAMPO and not divulged or made available to any individual or organization without the prior written approval of the CAMPO. Such information, data, instruments, documents, studies, reports or deliverables will be the sole property of CAMPO and not the Contractor.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of this Contract shall be the property of the CAMPO.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Contractor’s performance of this project shall vest in the CAMPO. Works of authorship and contributions to works of authorship created by the Contractor’s performance of this project are hereby agreed to be ‘works made for hire’ within the meaning of 17 U.S.C. 201.

14. Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Contract, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the Contract must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Contract by this provision.

15. Advertising

The Contractor shall not use the existence of this Contract, or the name of the City of Raleigh or CAMPO, as part of any advertising without the prior written approval of the City of Raleigh and CAMPO.

16. Cancellation

CAMPO may terminate this Contract at any time by providing thirty (30) days written notice to the Contractor. In addition, if Contractor shall fail to fulfill in timely and proper manner the obligations under this Contract for any reason, including the voluntary or involuntary declaration of bankruptcy, CAMPO shall have the right to terminate this Contract by giving written notice to the Contractor and termination will be effective upon receipt. Contractor shall cease performance immediately upon receipt of such notice.

In the event of early termination, Contractor shall be entitled to receive just and equitable compensation for costs incurred prior to receipt of notice of termination and for the satisfactory work completed as of the date of termination and delivered to CAMPO. Notwithstanding the foregoing, in no event will the total amount due to Contractor under this section exceed the total amount due Contractor under this Contract. The Contractor shall not be relieved of liability to CAMPO for damages sustained by CAMPO by virtue of any breach of this Contract, and CAMPO may withhold any payment due to the Contractor for the purpose of setoff until such time as CAMPO can determine the exact amount of damages due CAMPO because of the breach.

Payment of compensation specified in this Contract, its continuation or any renewal thereof, is dependent upon and subject to the allocation or appropriation of funds to CAMPO for the purpose set forth in this Contract.

17. Laws/Safety Standards

The Contractor shall comply with all laws, ordinances, codes, rules, regulations, safety standards and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and/or authority.

Contractor must comply with *North Carolina Occupational Safety and Health Standards for General Industry, 29CFR 1910*. In addition, Contractor shall comply with all applicable occupational health and safety and environmental rules and regulations.

Contractor shall effectively manage their safety and health responsibilities including:

A. Accident Prevention

Prevent injuries and illnesses to their employees and others on or near their job site. Contractor managers and supervisors shall ensure personnel safety by strict adherence to established safety rules and procedures.

B. Environmental Protection

Protect the environment on, near, and around their work site by compliance with all applicable environmental regulations.

C. Employee Education and Training

Provide education and training to all contractors employees before they are exposed to potential workplace or other hazards as required by specific OSHA Standards.

18. Applicability of North Carolina Public Records Law

Notwithstanding any other provisions of this Contract, this Contract and all materials submitted to CAMPO by the Contractor are subject to the public records laws of the State of North Carolina, and it is the responsibility of the Contractor to properly designate materials at the time of initial disclosure to the City of Raleigh or CAMPO that may be protected from disclosure as “Confidential” and/or “Trade Secrets” under North Carolina law as such and in the form required by law prior to the submission of such materials to the City of Raleigh or CAMPO. Contractor understands and agrees that CAMPO and the City of Raleigh may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Contract. To the extent that any other provisions of this Contract conflict with this paragraph, the provisions of this section shall control.

19. Miscellaneous

The Contractor shall be responsible for the proper custody and care of any property furnished or purchased by CAMPO or the City of Raleigh for use in connection with the performance of this Contract, and will reimburse CAMPO or the City of Raleigh for the replacement value of its loss or damage.

The Contractor shall be considered to be an Independent Contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Nothing herein is intended or will be construed to establish any agency, partnership, or joint venture. Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such employees shall not be employees of or have any individual contractual relationship with CAMPO.

This Contract may be amended only by written agreement of the parties executed by their authorized representatives.

20. Audit

The City of Raleigh Internal Audit Office may conduct an audit of Contractor's financial, performance and compliance records maintained in connection with the operations and services performed under this Contract. The City or its designee may conduct such audits or inspections throughout the term of this Contract and for a period of three years after final payment or longer if required by law.

In the event of such an audit, Contractor agrees that the City, or its designated representative, shall have the right to review and to copy any work, materials, payrolls, records, data, supporting documentation, or any other sources of information and matters that may in City's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Contract Document. The Contractor agrees that the City, or its designated representative, shall have access to Contractor personnel pertaining to the performance of this contract, including but not limited to financial, performance, operations and compliance records. Contractor agrees to maintain such records for possible audit for a minimum of three years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the City's auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. City's authorized representative or designee shall have reasonable access to the Contractor's facilities, shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this Contract and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article. Further, Contractor agrees to include a similar right to the City to audit and interview staff in any subcontract related to performance of this contract.

Contractor shall require all payees to comply with the provisions of this article by including the requirements hereof in a written contract agreement between Contractor and payee. Contractor will ensure that all payees have the same right to audit provisions contained in this Contract.

The City agrees to provide Contractor with an opportunity to discuss and respond to any findings before a final audit report is issued.

City's rights under this provision shall survive the termination of this agreement. The City may conduct an audit up to three years after this agreement terminates.

21. E - Verify

Contractor shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-

25 et seq. In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 et seq.

22. IRAN DIVESTMENT ACT CERTIFICATION

Contractor certifies that, as of the date listed below, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.55, *et seq.* In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 147-86.59, Contractor shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.

23. Incorporation of Documents/Complete Agreement

This Contract, and any documents incorporated below, represent the entire Contract between the parties and suspend all prior oral or written statements, agreements or Contracts.

Specifically incorporated into this Contract are the following attachments, or if not physically attached, are incorporated fully herein by reference:

- Attachment A: Scope of Services
- Certificate(s) of Insurance
- Federal Requirements

In cases of conflict between this Contract and any of the above incorporated attachments or references, the terms of this Contract shall prevail.

The remainder of this page remains blank intentionally.

THIS CONTRACT is entered into this day of , 20 .
IN WITNESS WHEREOF, the Contractor has executed the foregoing with the signature(s) of its duly
authorized officer(s), and the MPO has executed with the signature of its Executive Director,
acknowledged by a notary, with the official seal affixed, the day and year first above written.

CONTRACTOR: Kimley-Horn and Associates, Inc.

By:

Printed Name/Title

(If corporate)

ATTEST:

By: _____

Printed Name/Title

(Affix Seal)

NC CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION “CAMPO”

By: _____
Chris Lukasina, Executive Director

ACKNOWLEDGEMENT by
NC CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION, “CAMPO”

State of North Carolina
County of Wake

I, _____, a Notary Public for said County and State, do hereby certify that Chris Lukasina, Executive Director personally came before me this day and acknowledged the due execution for the foregoing instrument.

Witness my hand and official seal, this the _____ day of _____, 2022.

_____, Notary Public

(Affix notary seal)

My Commission Expires: _____, 20____

SOUTHEAST AREA STUDY

ASSUMPTIONS

The following assumptions are made in preparing our scope of services:

- This study will be administered by NC Capital Area MPO (Client).
- The Client will provide all applicable resource data and planning documents.
- Client shall be responsible for any additional printing-plotting beyond what is provided for in this scope of services.
- The Client and Consultant will develop a mutually agreed upon study area in consultation with the Core Technical Team that generally represents the area described in the request for proposals. The eastern boundary of the study area is generally assumed to extend to the border of the newest version of the Triangle Regional Travel Demand Model (TRMG2).
- The Consultant will be responsible for securing venues for public meetings and project meetings. If needed, CAMPO will provide financial assistance for securing venues. The Consultant will be responsible for meeting notification and communication with stakeholder groups, study committee members, the general public, and other constituent groups using materials and content provided by the Consultant.
- The Consultant will prepare a technical assumptions memorandum documenting the methodology and parameters for use of the Triangle Regional Travel Demand Model within the Southeast Area Study. This memorandum will include a discussion of model versions, needed model data, and other model parameters, as well as responsibilities of CAMPO and of the Consultant. Model parameters may include networks, model stream, TAZ zone structure, socioeconomic/land use parameters (per TAZ), and design year forecasts.
- All related technical materials and models for the region's most current CommunityViz scenario will be provided by the Client.
- All documents prepared by the Consultant will be delivered to the Client in reproducible and digital formats. Key mapping products will be delivered in ArcView format with the associated ESRI files produced and edited to produce the maps. A web-ready version of the final products will be provided by the Consultant in PDF format. Model runs, input files and data will be provided to the Client during the study and a final model set will be provided to the Client at the end of the study.
- The Client will be responsible for providing a combined set of requested edits for all draft materials. Requested edits should provide clear and direct guidance as opposed to open-ended comments. Two (2) rounds of revisions are included in this agreement. Additional/new revisions may require additional resources.
- The Client and Consultant will work together towards a June 2023 completion. Project schedule may be extended if needed to accommodate use of preferred analysis tools such as the newest version of the Triangle Regional Travel Demand Model.
- Delays exceeding this time frame may require additional resources to cover cost associated with continued coordination.
- Final reporting will be prepared in a style similar to the most recently adopted SWAS and NEAS updates, including thorough narrative sections to communicate results and recommendations and the use of graphics and illustrations to communicate concepts where appropriate.

SCOPE OF SERVICES

The Consultant will provide the services specifically set forth below. All information gathered during the course of conducting the study as well as task and project deliverables will be provided to CAMPO in electronic format.

TASK 1: PROJECT INITIATION AND COORDINATION

Task 1 focuses on establishing and maintaining quality coordination, collaboration and outreach. This will be accomplished through a project kickoff, internal coordination, and committee coordination, and a coordinated public engagement strategy.

SUBTASK 1.1 – KICKOFF MEETING AND PROJECT COORDINATION

At the outset of the project, the Consultant will organize and conduct a project kickoff meeting with the Client as well as available project subconsultants, to allow for a discussion of the project history, study protocols, approach, considerations, data requirements, schedule, and deliverables. The focus of this meeting will be to identify constraints, project needs, schedule, major milestones and establish the planning area for the analysis. Pending availability of the team members, the project kickoff meeting will be planned within two weeks of the notice to proceed.

SUBTASK 1.2 – INTERNAL TEAM COORDINATION

The consultant team will maintain time throughout the study to maintain a continuum of communication so that efficient progression occurs. This will be accomplished through regular coordination calls, meetings, and electronic sharing.

SUBTASK 1.3 – PROJECT OVERSIGHT AND COORDINATION

In addition to the kickoff meeting, the consultant team will conduct regular coordination meetings with the Client. It is anticipated that coordination calls or virtual meetings will occur every other week for the duration of the project.

SUBTASK 1.4 – STAKEHOLDER OVERSIGHT TEAM

A Stakeholder Oversight Team (SOT) consisting of member jurisdictions, transit providers, school systems, chambers of commerce, community groups, and local and state agencies will be formed as a representative committee for the planning process. Up to four (4) Stakeholder Oversight Team meetings are included in this scope of services. The SOT will act as an advisory board for findings and recommendations of the study. SOT members should also provide assistance with public engagement and communication efforts. It is anticipated that a combination of in-person and virtual meetings may be used for SOT meetings. Meeting materials should be sent to invited participants no less than seven (7) days in advance, and to CAMPO staff for review no later than fourteen (14) days in advance. This includes meeting agenda, presentations, and any other materials to be shared as part of the meeting.

SUBTASK 1.5 – CORE TECHNICAL TEAM

A Core Technical Team (CTT), composed of a local and state agency staff, subset of the Stakeholder Oversight Team, will review the consultant's work, give direction and input, and monitor the project study as it takes place. Members of this committee will also provide feedback to local boards and elected officials. This group will be responsible for project decision-making and execution. Members should also provide assistance with public engagement and communication efforts. The Consultant will conduct up to seven (7) CTT meetings in addition to the SOT meetings. It is anticipated that a combination of in-person and virtual meetings may be used for CTT meetings.

In addition to meetings with the full CTT, the Consultant anticipates up to four (4) rounds of local jurisdiction meetings occurring over the life of the study. These local jurisdiction meetings would be held either individually or in small groups. It is anticipated that a combination of in-person and virtual meetings may be used for these meetings. These meetings may be held at the local jurisdiction offices or at a central location and are anticipated to be up to an hour in length, but length will depend on content and size of small groups. Up to two (2) members of the consultant team will attend each meeting. For meetings with the CTT and local jurisdictions, meeting materials should be sent to invited participants no less than seven (7) days in advance, and to CAMPO staff for review no later than fourteen (14) days in advance. This includes meeting agenda, presentations, and any other materials to be shared as part of the meeting.

SUBTASK 1.6 – PROJECT WORK PLAN

The Consultant will collaborate with the MPO staff at the beginning of the project to produce a Project Work Plan (PWP) that communicates the means which the study will be conducted, the sequence and schedule of events, and any pertinent technical approaches. The sequence and schedule of events should be maintained and updated throughout the study and regularly reviewed during the Project Oversight meetings discussed in Subtask 1.3. This document will take the form of a memorandum and provide additional detail beyond the scope of services.

TASK 1: DELIVERABLES

- Materials for SOT meetings (up to 4)
- Materials for CTT meetings and local jurisdiction meetings (up to 7 CTT meetings and 4 rounds of local meetings)
- Project Work Plan (PWP)

TASK 2 - PUBLIC ENGAGEMENT

The Consultant will be responsible for supporting communications, outreach, and engagement efforts for the Southeast Area Study Update, working with CAMPO to develop an engagement program that helps identify the study vision, priorities, and final recommendations, and supports the Client's communications and public engagement goals. The Consultant will develop and produce project content, including visuals and infographics, and materials for public engagement activities. CAMPO staff will electronically distribute outreach content including social media, flyers, email updates, digital toolkit, and press releases. CAMPO will be responsible for media inquiries and notifications. CAMPO will be responsible for costs associated with social media and/or print advertising, should CAMPO choose to use paid advertising. Consultant will provide Spanish translations for key public information materials.

There will be three (3) phases of public engagement as follows:

- Phase 1: *Involve*: Educate the public after a review of previous studies and data collection to seek input on vision, goals, and study area challenges.
- Phase 2: *Involve*: Educate the public about Phase 1 public input, alternative options, and seek input on potential preferred/recommended alternative/s.
- Phase 3: *Consult* - Present final recommendations to the public for review and comment.

SUBTASK 2.1 ENGAGEMENT DIAGNOSTIC

This task will begin with an engagement diagnostic meeting to include members of the Consultant team and core CAMPO staff members to review and reflect on previous planning and engagement efforts and come up with the most appropriate mix of engagement strategies. Prior to this meeting, the Consultant will review previous public engagement efforts for recent (2 years) land use and transportation studies or planning efforts in the area, as well as the original SEAS public engagement (also part of Subtask 3.2 – Background materials). This engagement diagnostic will take place during one of the regularly scheduled Project Team Coordination meetings. The results of this activity will inform the Public Engagement Plan (PEP).

SUBTASK 2.2 BRANDING AND VISUAL IDENTITY

To distinguish this planning process from previous and ongoing efforts, the Consultant will develop a visually appealing branding theme, including a project name, logo, color scheme, a set of design templates, and key messages that will help to generate interest and engage the public and consistently brand the work. The brand should be the face of the project during development and could continue as the various strategies are implemented. The Consultant will look to the Client to offer guidance on the style and usage of the project branding based on experiences with previous branding efforts. The scope provides for a set of initial options, followed by two (2) sets of revisions upon selection of a preferred option.

SUBTASK 2.3 PUBLIC ENGAGEMENT PLAN

The Consultant will develop a Public Engagement Plan (PEP) that outlines a coordinated stakeholder and public engagement strategy. The PEP will include goals for engagement, outline production schedules for publicity materials, assign responsibilities for review and execution, identify target audiences and key stakeholders, and describe the tools and techniques to effectively engage the public and stakeholders. The PEP will also outline the methods and protocols for responding to feedback received and documenting the results, as well as outlining measures of success for the variety of engagement strategies. The plan will align with CAMPO's Public Participation Plan practices to ensure collaboration between the two plans. The PEP will identify alternative engagement techniques where needed to address potential concerns posed by COVID-19. These alternative engagement techniques will include both virtual and non-computer dependent techniques. The PEP will also include a strategy on how to promote the involvement of low income, underrepresented, and minority populations. The Consultant will have an in-person or virtual meeting with CAMPO staff to review and discuss the PEP prior to finalizing which could take place during one of the regularly scheduled Project Team Coordination meetings. CAMPO will provide comments in one document and the Consultant will revise up to one time prior to finalizing. The PEP will have the flexibility to be modified, in agreement with CAMPO, as the project progresses based upon tools and techniques that work best or to practice safe social distancing as guidance changes.

SUBTASK 2.4 COMMUNITY ENGAGEMENT SERIES

The Consultant will plan, organize, develop and produce materials for three (3) phases of public engagement for the project to coincide with project visioning/existing conditions, prioritizing land use and transportation choices, and plan rollout. The Consultant will provide a workback schedule for each phase at least eight (8) weeks prior to the start of each phase. A communications toolkit will be provided by the Consultant for each phase of engagement, for use by CAMPO staff, the CTT and SOT organizations, etc. to promote and conduct public engagement activities. One member of the Consultant team will participate in up to three (3) one (1) hour pre-planning public engagement meetings with CAMPO to plan and prep for public engagement prior to each phase. These meetings may be included as part of the regularly scheduled Project Team Coordination meetings.

The Consultant anticipates that each phase will include one (1) public meeting/workshop. The in-person meetings will be supported by an online equivalency which may include the use of a virtual engagement room. Three (3) members of the Consultant team will attend each public meeting. Alternative equivalents to the public meeting format will be outlined in the PEP. Following each public engagement phase, the Consultant will collect, analyze, and report public input data for inclusion in the Public Input and Stakeholder Outreach Report, as described in Subtask 2.9.

SUBTASK 2.5 ONLINE OUTREACH

As part of the Public Engagement Plan, the Consultant will outline an online outreach strategy that includes social media posts and email content at key project milestones. Graphic design support may include infographics, e-poster/flyers, and photography to support outreach activities. Online outreach is intended to occur at the outset of the planning process, at each of the three public engagement phases, and the conclusion of the project. Smaller social media or email updates about the planning process may be distributed in between engagement rounds to maintain project relevance. The materials will be formatted for ease of sharing on social media platforms and project website. The Consultant will provide materials to the Client for posting on existing social media accounts and email distribution lists.

SUBTASK 2.6 ONLINE PROJECT WEBSITE

The Consultant will develop an integrated online project website. The project will purchase a domain name for a duration of three (3) years for the project. The site will be designed and hosted at the purchased domain name by the Consultant. The Consultant will update the website on a timely basis, as new public facing content is developed or as otherwise appropriate throughout the project. The Consultant will work with the Client to develop a content outline and to receive approval on content and branding. The intent of this integrated website is to serve as a single repository for engagement, project documentation, and project progress.

SUBTASK 2.7 ONLINE SURVEYS

The Consultant will deploy two (2) online surveys during the project. The deployment of the surveys is intended to align with the first and second rounds of public engagement. The Consultant will leverage MetroQuest and/or PublicInput.com using the Client's access through their or NCDOT's subscription. The Consultant will analyze survey responses and comments. A reporting of the results will be included in the public engagement summary for each phase when deployed.

SUBTASK 2.8 SPANISH LANGUAGE ENGAGEMENT

The Consultant will be responsible for translating key public facing materials, including advertising/promotional flyers, into Spanish. The Consultant will provide up to one (1) interpreter for two (2) public meetings, as requested prior to a meeting by attendees. The Consultant will provide up to ten (10) sets of communication interpretation equipment to be used during the public meetings for interpretation services. If interpreters are not needed for the public meetings, the hours and time may be repurposed to provide up to one (1) interpreter for up to two (2) Spanish language stakeholder interviews or focus groups as determined in collaboration with CAMPO. The Consultant will identify Hispanic businesses, organizations, and community centers within the study area to be targeted for outreach. Spanish-speaking outreach specialists will provide direct outreach to inform the business, organizations, and patrons of those businesses/organizations about the project and encourage them to participate in the survey on the spot or at a later time. The outreach specialists will provide targeted outreach at three (3) periods in the project within the study area (up to 25 hours of live interpretation services for all services described in this Subtask). These targeted outreach periods may include “door-to-door” outreach, intercept surveys, or pop-up events at identified establishments. The Consultant and CAMPO will discuss the best approach for Hispanic outreach prior to each phase based on goals, previous success, and social distancing guidance.

SUBTASK 2.9 PUBLIC INPUT AND STAKEHOLDER OUTREACH REPORT

The Consultant will provide a written summary of public engagement activities following each engagement phase for a total of three (3) summaries. The summaries will include a summary of key takeaways, themes based on comments, a brief analysis of performance of outreach activities, and graphics and charts to illustrate public input. The Consultant will revise each summary up to one (1) time based on feedback from CAMPO. All summaries will be combined into one (1) document to be included in the final Public Input and Stakeholder Outreach Report. The final report will also include an explanation of how public input influenced decisions during the study process, as well as the final recommendations.

TASK 2: DELIVERABLES

- Project Branding
- Public Engagement Plan
- Online Outreach Materials
- Online Project Website
- Online Surveys (2)
- Toolkit of Materials for Public Engagement Phases (up to 3 phases)
- Public Input and Stakeholder Outreach Report

TASK 3 - STATE OF THE REGION

SUBTASK 3.1 – DATA COLLECTION

The Consultant will provide a list of desired data prior to the project kickoff meeting. The Client will be responsible for review of this requested data and will provide feedback during the project kickoff meeting on the availability of said data and communicate any anticipated delays associated with delivery of the data. The Client will gather available data and plans from the member jurisdictions and furnish those to the Consultant near the inception of

the study development. Through the study development, the Client will maintain a spreadsheet listing existing plans and data files provided by member jurisdictions as well as concurrent planning efforts. The Consultant will obtain readily available GIS datasets from Wake and Johnston Counties.

SUBTASK 3.2 – STATE OF THE REGION

This document is intended to offer participants a foundational understanding of the issues and topics that will influence plan development. The State of the Region (name TBD) is encouraged to be compact, visually appealing, and written in a way that creates interest in the plan. Similarly, the variety of subjects included will benefit from a uniform approach to design and authorship (rather than a series of independent subjects covered by separate authors). The report will leverage the use of graphs, charts, maps, infographics, and photographs in lieu of excessive text. This report will be prepared in a style similar to the documentation included in the most recently adopted SWAS and NEAS updates. This document is intended to offer participants a foundational understanding of the issues and topics that will influence plan development and is not intended to serve as a comprehensive inventory of current conditions.

The Consultant will collaborate with CAMPO on the exact outline and content of the document and will storyboard a report that doesn't exceed 50 pages in length. Once a full, desktop published version of the report has been generated, CAMPO/UCPRPO will review and assemble a single, consolidated set of requested revisions. Up to two rounds of revisions are included in this scope of services. The resulting State of the Region Report will be delivered in print ready electronic format and will be posted on the project website. The State of the Region document is anticipated to include the following (exact outline and content to be approved through Consultant/Client collaboration):

BACKGROUND MATERIALS

The Consultant will review recent/relevant documents to be agreed upon by CAMPO/UCPRPO and Consultant, such as the existing municipal plans, sub-area studies and available data, and discuss their relevance to the new planning process. Relevant documents will be identified in collaboration with the Client and will not be limited to adopted plans. The Consultant will review the existing goals, objectives, and strategies contained in the existing plans to help identify emerging trends, issues, and opportunities within the Southeast Area. This document review will include review of community engagement efforts and common themes and key takeaways of public input.

A primary component of this section will be a review of the previous Southeast Area Study. This review will include documenting transportation and land use recommendations from the previous study. Recommended projects and policies will be assessed to determine implementation status as well as inclusion in subsequent planning efforts.

Lastly, this will also include a scan for any upcoming transportation projects in development or soon to be under construction in the area by partner agencies such as NCDOT or local municipalities.

DEMOGRAPHIC AND COMMUNITY CHARACTERISTICS

The Consultant will prepare a snapshot of demographics and prosperity (economic conditions). The Consultant will gather the most recent data available from the US Census and readily available state and local data sources for use in this analysis. If desired, the Client may provide the Consultant with additional data for use in this task. With data collection support from the Client, the Consultant will identify regionwide and more local conditions and trends

that may impact the future. We believe it is critically important that this work reveals not only key information about the status of the Southeast Area by a range of measures, but also that it is summarized in an accessible, user-friendly document that can both help the general public's understanding and inform the visioning work. Wherever possible, this effort will leverage data and analyses previously conducted by CAMPO and its member jurisdictions.

LAND USE ELEMENTS

A deeper assessment of conditions and trends will be prepared to guide the plan development. The analysis will consider both existing conditions and potential future conditions to inform the scenario planning effort. It is anticipated to include: Land Use, Community Design, Schools, Housing, Economic Development, Public Facilities and Services, Parks, and Utilities.

TRANSPORTATION ELEMENTS

Based on the findings from the background materials review and trends analysis, we anticipate that there will be areas of focus that CAMPO/UCPRPO will want to understand in more detail. Information regarding the following will be addressed: Safety, Capacity Deficiencies, Multi-modal Access. This review will include consideration of technical tools such as the Triangle Regional Model.

TASK 3: DELIVERABLES

- Project file geodatabases and map packages
- State of the Region document

TASK 4: TRANSPORTATION RECOMMENDATIONS

SUBTASK 4.1 ROADWAY ELEMENT

The Consultant will use outcomes from the visioning, existing conditions analyses, State of the Region, and modeling and forecasting process to assess roadway needs and develop the roadway element of the Southeast Area Study Update. Roadway needs and recommendations will be integrated with other plan elements. The Consultant assumes that the multimodal nature of street (roadway) corridors in the Southeast Area will necessitate a comprehensive approach to the development of specific roadway recommendations. While much of this element will focus on vehicular needs, the focus on vehicular needs will be used to identify where there are opportunities within the system to benefit all modal users. As a part of the roadway element, Kimley-Horn will evaluate the vehicular cross sectional needs of roadways included with the travel demand model, as well as additional roadway identified by the Client in the Southeast Area (based on travel demand model runs) as well as review the current assignment of roadway functional classifications. The methodology for these runs and the responsibilities of the Consultant and CAMPO as part of the travel demand model runs within this task will be established in the technical assumptions memorandum. The Consultant will also review the MTP projects within the CAMPO portion of the Southeast Area to determine whether they should be modified as part of the recommendations development process. The Consultant will apply the context-sensitive functional classification system to the roadway network during this task. Also, in this subtask, the Consultant will conduct a network review for the model area, focused primarily on the area outside of the CAMPO MPO boundary. This network review will

be used to check roadway characteristics for those roadways within the model and to add or remove roadways within the model if needed. Additionally, this network review will identify where additional vehicular capacity is needed, where congestion issues have emerged based on the travel demand model, where excess capacity may exist, and where street reconfigurations have the opportunity to better accommodate multimodal needs. The Consultant will document the decision-making process used to identify these recommendations. Alternative solutions initially proposed but not ultimately pursued will be documented for inclusion in the SEAS documentation.

The Consultant will use the version of the Triangle Regional Model (TRM) identified in the technical assumptions memorandum to establish existing and future year system performance. It is understood that the planning horizons for this project are 2030, 2040, and 2050. The TRM will have these planning years developed and available for use by the Consultant.

SUBTASK 4.2 BICYCLE AND PEDESTRIAN ELEMENT

The Consultant will use outcomes from visioning, existing conditions analyses, regional profile, and modeling and forecasting process to assess pedestrian and bicycle needs and develop the pedestrian and bicycle element of the Southeast Area Study Update. The Consultant will integrate the bicycle and pedestrian element with other modal elements to identify the preferred bicycle and pedestrian networks as well as policy initiatives that create complete facilities without introducing modal, network, and policy conflicts. The Consultant will analyze existing plans and recommendations as well as assess infrastructure, policies, and programs to look for new opportunities to develop recommendations that increase safety, improve accessibility and mobility, protect the environment, support economic vitality, and improve multimodal options. The Consultant will look at both the regional level as well as at individual corridors for the appropriateness of the implementation of pedestrian and bicycle improvements. The Consultant will document the decision-making process used to identify these recommendations. Alternative solutions initially proposed but not ultimately pursued will be documented for inclusion in the SEAS documentation.

SUBTASK 4.3 TRANSIT ELEMENT

The Consultant will use outcomes from the visioning, existing conditions analyses, State of the Region, and modeling and forecasting process to assess transit needs and develop the transit element of the transportation plan. The Consultant will integrate transit needs and recommendations with other plan elements and integrate recent transit planning efforts such as the Wake Transit Plan Update, Wake Bus Plan Update, Wake BRT Extension MIS, Commuter Rail Study, Locally Coordinated Human Services Transportation Plan, Mobility Management Implementation Study, Garner Transit Study, and identified Community Funding Area opportunities. This task will be informed by the transit propensity information gleaned from Task 5. Kimley-Horn will develop transit recommendations such as identified routes with a high-level understanding of desired frequency, start and end routing points, and corresponding cost estimates as a part of multimodal recommendations development. The Consultant will consider bus and rail services in the study area, whether they operate in mixed flow, a prioritized condition, or in an exclusive guideway. The Transit Element will also include an evaluation of rail crossings and the potential for future grade separations to enhance transit reliability on established priority corridors.

The transit element will consider the effect of existing policies, missions, and goals of individual agencies and how they limit or support long-term transportation objectives of the Southeast Area and greater Triangle Region. Where appropriate, the team will note where changes may be appropriate to policies, missions, and goals to

better serve transportation objectives. Transit recommendations will focus on integration with other transportation modes, gap closure, and improvements in quality and accessibility of service. Recommendations will be both at the corridor and network level. Throughout the development of transit recommendations, the Consultant will closely coordinate with GoTriangle, GoRaleigh, WakeAccess, and JCATS as well as other major providers of transit service in the Southeast Area. The Consultant will document the decision-making process used to identify these recommendations. Alternative solutions initially proposed but not ultimately pursued will be documented for inclusion in the SEAS documentation.

SUBTASK 4.4 FREIGHT AND RAIL ELEMENT

The Consultant will leverage truck percentage data, truck parking data, and freight demand/destination data to better understand existing freight/rail conditions as well as identify additional needs. Additionally, the Consultant will leverage the 2018 Triangle Regional Freight Plan and the Fayetteville-Raleigh Commuter Rail Study, and as appropriate, reflect recommendations specific to the Southeast Area. The Consultant will document the decision-making process used to identify these recommendations. Alternative solutions initially proposed but not ultimately pursued will be documented for inclusion in the SEAS documentation.

TASK 4: DELIVERABLES

- Transportation Recommendations Mapping (including GIS files with project IDs, updated TRM files, and database/spreadsheet appendix of recommendations)
- Documentation of alternatives analysis

TASK 5: LAND USE POLICY AND PLANNING

The Consultant will recommend policy and regulatory changes to the plans and ordinances governing the study area's jurisdictions based on the SEAS guiding principles and preferred growth strategy. The recommended changes will be supplemented by a broader best practices toolkit based on national trends and successes in peer communities. This toolkit will create a framework for implementation, which study area communities can use to create tailored approaches for achieving local and regional objectives.

Land use policy and planning will be considered throughout the project process, beginning with the understanding of current and future projected conditions, the creation of growth scenarios (Subtask 5.3), and preferred growth strategies. These efforts are supported through the following subtasks:

SUBTASK 5.1 - REVIEW EXISTING PLANS, POLICIES, AND CODES

To set a baseline for land use policy and planning work at the outset of this project, the Consultant will review adopted community plans, policy documents, and development codes, as well as draft versions of plans and codes under development. The objective of the review is to assess the existing local policy and regulatory frameworks that guide development, community design, and related transportation decisions. Stakeholder interviews will be conducted with the member jurisdictions (included as part of the local jurisdiction meetings detailed in Subtask 1.5) as well as relevant agencies such as NCDOT, transit providers, and NCRR to provide the Consultant an accurate understanding of local policy and regulatory frameworks. A brief summary of existing policy and regulatory frameworks will be developed for each community and will include identification of common themes and potential

conflicts/gaps. As stated in Task 3, a primary component of this section will be a review of the previous Southeast Area Study, including a review of land use policy recommendations and implementation status. This summary will be included as part of the State of the Region document described in Subtask 3.2.

SUBTASK 5.2 – DIAGNOSTIC ASSESSMENT

After the identification of a preferred growth strategy in Subtask 5.3, the Consultant will conduct a diagnostic assessment to inventory specific local policies and codes that may inhibit the efficient implementation of the desired SEAS preferred growth strategy. The Consultant will solicit input on the diagnostic framework from the CTT prior to conducting the assessment and share a draft with that group following its development.

SUBTASK 5.3 – LAND USE SCENARIO PLANNING

SUBTASK 5.3.1 CONCEPTUAL GROWTH IDEAS AND MAP

The Consultant will create a list of conceptual growth ideas and a supporting map based on the outcomes of the visioning and issues identification process. The conceptual growth ideas and map will be an initial step in creating growth alternatives to be evaluated using the scenario model.

SUBTASK 5.3.2 SCENARIO ANALYSIS

The Consultant will use the Triangle Region CommunityViz model for the scenario analysis. Elements of the model to be used for the creation of the future land use plan will include: Carrying Capacity Analysis, Development Status Assignments, Land Suitability Analysis, Community Types and Build-Out Estimates, and Growth Allocation. The Client will provide a base scenario, inclusive of CommunityViz and the Triangle Regional Travel Demand Model to the Consultant for use in this task. If edits are needed to expand the base scenario to the full SEAS study area, those edits will be performed by CAMPO and TJCOG. The Consultant will create up to three scenarios in CommunityViz by allocating community types throughout the study area to estimate future development patterns. It is assumed that two of these scenarios will be conceptual alternatives, while the third will be the preferred alternative. The alternatives will be constructed by applying the community type palette from the Triangle Region CommunityViz model. It is anticipated that these alternatives will likely place greater emphasis on the non-MPO portion of the SEAS study area. The Consultant will also run the Triangle Regional Travel Demand Model to support the development of these scenarios. The methodology for these runs and the responsibilities of the Consultant and CAMPO as part of the travel demand model runs will be established in the technical assumptions memorandum. Once the allocation process is complete, the Consultant will summarize the characteristics of the scenario qualitatively and quantitatively based on performance metrics selected in consultation with the Client. The purpose of the scenario building process will be to illustrate optimal development conditions that meet performance goals and regionwide expectations. Concurrent with designing the preferred alternative, the Consultant will develop strategies based on topics such as land use, transportation, utilities, economic development, and environmental preservation to support the preferred alternative.

SUBTASK 5.4 - DEVELOP BEST PRACTICES TOOLBOX

In response to the common themes resulting from the diagnostic assessment, a series of best practices will be developed to assist SEAS communities with identifying implementation strategies that can result in desired

outcomes. These best practices will be packaged into a Best Practices Toolkit that local governments can use to assist in future planning efforts. While developing the Best Practices Toolkit, the Consultant will take into consideration both the SEAS preferred growth strategy and local community objectives to generate feasible best practices that work within the local context. The Best Practices Toolkit will also consider the transportation recommendations developed in Task 4.

TASK 5: DELIVERABLES

- Summary of Plan and Code Frameworks for Local Governments (included in State of the Region document)
- Diagnostic Assessment
- Alternative Scenarios
- Scenario Evaluation Report Card
- Preferred Scenario
- Best Practices Toolkit

TASK 6: PERFORMANCE-BASED PLANNING

SUBTASK 6.1 EQUITABLE PLANNING ANALYSIS

The Consultant will leverage readily available data as noted in Subtask 3.2 (including the most recent data available from the US Census or readily available state and local data sources) to create a transportation needs index and compare the identified need to historically disadvantaged populations including persons of color, low-income households, limited English proficient individuals, and those with mobility challenges to identify priority areas. Indicators may include safety, walkability/bikeability, average job and destination access, and transit access. The crosswalk between the transportation needs and disadvantaged populations may be further leveraged within the prioritization subtask.

SUBTASK 6.2 ENVIRONMENTAL LINKAGES

Using existing GIS data, information generated in the previous Southeast Area Study and other previous plans, and stakeholder input, the Consultant will prepare an Environmental Features map of the Southeast Area. These features may include major streams/rivers, wetlands, prime farmlands, water supply watersheds, wildlife habitats, major community features, and open spaces.

This information will be used during scenario development, recommendations development, and hot-spot analysis to identify places in the study area that 1) should be avoided when possible or will require some form of mitigation, 2) are challenging or unconquerable obstacles to implementation, and 3) are assets that could be leveraged (i.e., riparian corridors ideal for greenways and trails).

SUBTASK 6.3 RESILIENCE

The Consultant will gather, summarize, and analyze North Carolina Flood Risk Information System (FRIS) floodplain data, historic flood events cataloged in the NCDOT Drive N.C. database, and road inundation incidents to identify areas of environmental vulnerability along corridors with proposed recommendations.

SUBTASK 6.4 PRIORITIZATION

Following the identification of recommendations for all of the travel modes, the Consultant will work toward the development of a project prioritization methodology that will identify short-term, mid-term, and long-term needs. The Consultant will work with CAMPO and the project committees to arrive at a methodology that recognizes existing adopted policies while positioning projects to be competitive for available funding sources.

SUBTASK 6.5 COST OPINIONS

Planning level construction cost opinions for recommended roadway, bicycle, and pedestrian improvements will be prepared using unit cost information (provided by CAMPO staff, NCDOT, or estimated from geographically similar areas) developed for the applicable transportation elements. The Consultant will provide an opinion of cost relative to engineering, design, and right-of-way provisions based on percentages of construction cost. Right-of-way percentages will be further assessed using opinions of low, medium, and high values. The level of detail utilized in the preparation of these cost opinions will be dependent on data availability. Data sources identified for the development of probable cost opinions will be documented by the Consultant and will be approved by CAMPO staff prior to their use.

Any opinions the Consultant renders as to costs are of course preliminary and based on currently available information and the limited scope of services. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. Actual costs of construction will differ from any projections made at this time.

SUBTASK 6.6 IMPLEMENTATION STRATEGY

This implementation strategy will clearly outline next steps and will include a combination of initiatives and projects, likely cost, who is best positioned to lead, what partners need to be engaged, and provide information related to cost and potential funding sources for potential short-term projects. The implementation strategy may also identify recommendations for future planning efforts.

TASK 6: DELIVERABLES

- Equitable planning analysis
- Environmental features map
- Areas of environmental vulnerability
- Project prioritization methodology
- Project cost opinions
- Implementation strategy

TASK 7: HOT SPOTS

SUBTASK 7.1 TECHNICAL ANALYSIS AND FRAMEWORK

The Consultant will prepare a series of hot spot studies within the study area. The exact locations of these studies will be determined by the Client following the development of the State of the Region document. Prior to initiating any analysis, the Consultant and Client will establish parameters for each study and identify desired outcomes as a means to better define each location. The scale, available information, type of analysis, and level of detail desired for each hot spot location will determine the number of hot spot locations that can be completed within the available task budget. These studies will build upon the multimodal recommendations and land use scenarios being developed for the SEAS and provide additional detail, which may include analysis of roadway/intersection design, right-of-way needs, interim solutions, and/or potential costs of options. Outcomes of each special study will be documented within a brief narrative as well as through appropriate visualization tools or planning level conceptual designs as needed.

SUBTASK 7.2 LOCAL JURISDICTION MEETINGS

The Consultant will conduct meetings with the relevant local jurisdictions regarding the development and refinement of the hot spot analysis. It is envisioned that these meetings will consist of an initial meeting to identify desired outcomes, methodology, and assumptions and a follow-up meeting to introduce draft recommendations and gather feedback. Summary notes of each meeting will be distributed to attendees within one week of the meeting occurrence. Where possible, these conversations will occur as part of the local jurisdiction meetings detailed in Subtask 1.5. These meetings may be conducted virtually or in-person.

TASK 7: DELIVERABLES

- Hot Spot Study Parameters and Methodology Memorandum
- Hot Spot Technical Reports/Graphics
- Materials for Local Jurisdiction Meetings

TASK 8: DOCUMENTATION AND ADOPTION

SUBTASK 8.1 DOCUMENTATION

Project reporting will take the form of four main deliverables—the Executive Summary, Technical Documentation, Public Input and Stakeholder Outreach Report (described in Subtask 2.9), and Final Report. These deliverables can be combined or kept separate. The exact format will be coordinated with CAMPO and the Core Technical Team prior to their development. When determining the format of the deliverables, particular consideration will be given to how best to integrate this material with the upcoming updates to the MTP and CTP. The Consultant will provide a print-ready electronic version of each document as well as 5 hard copies of a review draft. All reproducible copies will be the responsibility of the Client. Two rounds of revisions for each plan document are included in this scope of services. Through each round of revisions, the Consultant will respond to consolidated comments that clearly specify requested revisions.

SUBTASK 8.2 PRESENTATIONS AND ADOPTION EFFORTS

The Consultant will present the final Southeast Area Study to the CAMPO Technical Coordinating Committee and the Executive Board for consideration for adoption. The Consultant will develop presentation materials suitable for use for presentations to local jurisdictions, NCDOT, and UCPRPO for a total of three (3) update series. The first two update series are assumed to take place prior to the first two rounds of public engagement, while the third series is assumed to occur at the end of the study. The Consultant would work with the Client to develop targeted presentations and supporting information with the intent of updating elected officials about the current phase of the study. These presentation materials may be used by CAMPO or other members of the CTT to present final recommendations to these entities.

TASK 8: DELIVERABLES

- Executive Summary
- Technical Documentation
- Public Input and Stakeholder Outreach Report
- Final Report
- Three (3) rounds of presentation materials for CAMPO, local jurisdictions, NCDOT, and UCPRPO (presentation materials for other jurisdictions or agencies)
- Two Consultant presentations for the CAMPO TCC and Executive Board)