Stantec Scope & Fee: NEAS Update

December 12, 2019

The following pages outline our scope and fee for the NEAS study following a flexible approach (based on your tasks listed in the RFP) which we have used on transportation and land use plans around the Capital region and country to produce right-sized plans that are fitted for each community.

TASK 0: Project Management & Administration

A detailed Project Work Plan (PWP) and supplemental Public Participation Program (PPP) will be created and executed at the inception of the project. A milestone schedule will be included in the PWP that highlights specific client objectives, outreach events, and deliverables throughout the life of the project. These resources are intended to be referenced and revised throughout the course of the project. Project administration (assumed duration of 16 months) will include invoicing, biweekly calls with client and project team, QA/QC of study deliverables, and team coordination efforts.

Deliverables: Project Work Plan (PWP), Public Participation Program (PPP), Monthly/Bi-monthly Invoicing

TASK 1: Development of Vision, Goals, Objectives, SOT/CTT Coordination

To begin, Stantec's project team will conduct an orientation meeting with your staff and an orientation work session with your Core Technical Team (CTT), to help convey study goals, and the scope of professional services, deliverables, communication planning, and scheduling. Meetings will be facilitated with CTT (up to 10 meetings with CTT/SOT, some joint meetings) on a monthly/bimonthly basis.

Our team will finalize the milestone schedule as a result of these meetings. Second, our team members will coordinate with your staff (as well as local municipal staff) to obtain relevant datasets, plans/policies, and other information to create base mapping and the project context report (existing conditions). We will coordinate with the ongoing planning/ design efforts (such as NCDOT's Spot Safety and Division projects) to better understand how best to integrate preliminary findings and Guiding Principles.

During this orientation phase, the project team will facilitate a public **Project Symposium** to validate the vision, goals and objectives for the transportation planning process. The symposium will be an invite event for elected officials and members of the Stakeholder Oversight Team (SOT) in addition to the ten mtgs listed above, but also open to the public to allow quality participation.

Decision-makers (i.e., elected officials, Department Heads, etc.) and key stakeholders (i.e., economic development leaders, Chamber representatives, etc.) will be invited to participate in this interactive facilitated meeting to validate and build upon the goals and objectives for the study. This event will have a facilitated "Visioning" exercise to engage and inspire participants and create excitement for the overall project. We will then develop the **brand and logo** in coordination with the study area participants project vision.

The collective (Stantec, CAMPO and CTT/SOT) goal for the outreach program is 5% of the study population. Through our collective efforts, we are hoping to achieve this goal.

Deliverables: Prepare and facilitate up to 10 meetings with CTT/SOT. Obtain existing data, plan reviews and GIS files (databases) from Client. Existing Conditions chapter. Guiding Principles. Public Symposium. Project logo.

TASK 2: Stakeholder and Public Involvement Plan Activities

Our outreach approach utilizes both passive and active techniques to effectively engage the public and stakeholders.

By engaging with the community (an approach we have termed "Active Planning"), as well as capitalizing on existing public venues for traveling roadshow ("Pop-ups") events, existing events that we can join through a work session or booth with a mapping exercise, our project team will create opportunities for meaningful engagement practices at every stage of the project's life. Our experience indicates that hands-on exercises, either Interactive Polling or the Mobility Chip Game (constrained by projected growth forecasts) or Building Blocks Exercise (development), work well to get people energized and engaged. These techniques can be used with children as well as adults, so our program should include at least one public school venue as well as targeting business and suburban (e.g., homeowner's association) stakeholders. Stantec will work with your team to develop a list of potential target audiences/ groups. We will refine that list during the Orientation Meeting and in the Public Participation Program. Tactics include:

- **Interactive Communication** – Our team has used several online platforms to engage the public. Wikimaps/ARCGIS are interactive online mapping platforms that provide up-to-date information and solicit issues, ideas, and solutions from participants. Part of this exercise will be to ensure proper messaging to news media and talking points for elected officials.
- **Project-Branded Email Newsletters (4) and Surveys (2) –** these have been an effective tool to provide a brief update to citizens and stakeholders regarding the purpose and goals of the plan (Survey at the inception of the study) as well as initial ideas/ recommendations (Survey towards the end). Consultant to provide narrative content for email-based Newsletters (4). Client would format and distribute newsletters.
- **Traveling Roadshows (up to 10)** – these are existing events or venues that our team will engage or "go to the public". They have included school outreach and education "Building Blocks" or hosting an interactive booth at a festival or existing event. Activities will focus on problem-solving, raising awareness of the planning process, and identifying key issues related to growth and development. Pop up activities and tools will be included in the PPP. Part of the PPP will include basic toolkit (presentation ideas/tools) or preparation steps to aid CTT members and CAMPO to administer events in addition to those conducted by the Stantec team.
- **Individual or Small Group Interviews (up to 8 interviews, same day)** – one-on-one interviews or group discussions will be conducted (reaching out to interest groups) to solicit input into the planning process.
- **Hot Spot Mtgs (up to 20 meetings, concurrent to CTT/SOT meetings where possible) –** to develop details regarding individual hot spot issues and recommendations. For each hot spot, meetings will most likely need to be one for scoping, one for recommendations, and one for final/validation (potentially concurrent with a CTT meeting).

- **Final Workshop** – interactive mapping exercises (like funding or priorities focused), facilitated table discussions, the final workshops will focus on the recommendations of the Plan. We will host a Symposium/Workshop at the beginning of the study and one public workshop towards the end of the study.
- **Underserved Populations -** Melissa Ruiz will help to identify and develop a targeted outreach strategy to reach Title IV and Hispanic communities as a part of the PPP.
- **Public Outreach Summary** – We will create a database of participants and deliver a final document of public issues and results. This document will be a brief and concise summary (up to 8 pages) of public comments and results (Including info-graphics).
- **Board/Milestone Briefings (Stantec to attend up to 11)** – these have been proven effective communication tools in the previous NEAS and SWAS projects and represent brief (7 minutes) updates to select community boards. Stantec will prepare PPT (3 versions) and attend up to 11 Board Briefings. Other Board briefings will be facilitated by the local staff or CAMPO officials to present materials. Scheduled before Symposiums.
- **Internal Communications and Client work sessions (2)** – we realize that some clients value hands-on staff work sessions with maps, analysis, results that can be vetted by the client. These work sessions are intended to be with CAMPO staff.
- **Website Page** – this will be a stand-alone website for the project and include a public survey, meeting announcements, meeting agendas, select project deliverables, and an interactive map. Updated monthly (if necessary). Deliver website to Client at the conclusion of the Study. Hispanic translation for the website survey.

Deliverables: Four e-Newsletters. Surveys (2). Wikimaps/ARCGIS are interactive online mapping and Project Webpage. Conduct Traveling Roadshows (up to 10) and toolkit (ideas/tools) for clients use. Stakeholder Interviews (up to 8, same day). Hot Spot Mtgs (up to 20 meetings, concurrent to CTT/SOT meetings where possible). One Final Workshop/Open House. Targeted outreach strategy to reach Title IV and Hispanic communities. Public Outreach Summary. Attend up to 11 Board/Milestone Briefings. Two Client work sessions.

TASK 3: Discovery and Inventory of Existing Conditions

Stantec will review and document (plan review) with regional initiatives and plans including the Wake County Transit Plan, Regional Freight Plan, Wake County Greenway Master Plan, US 1 Corridor Study, Connect 2045, etc. This task may include a review of additional study and plans identified by the RFQ (page 7), organize, and collect demographic, land use, economic market conditions, policy and transportation data, and develop GIS mapping displaying select information. Our Travel Demand Model experts will work with the travel demand model (focused on this study area) and report existing system conditions (base year analysis provided by CAMPO). The client will provide Stantec the updated and complete TRM model stream, including loaded and unloaded networks. Stantec will run the TRM model for each of the CommunityViz scenarios. The future conditions and final study recommendations will rely on one “preferred” SE data set based on the results of the final CommunityViz/Scenario Planning (see Task 4) results. To the maximum extent possible, we will see that existing data sets and sources address the interaction of traffic (thru-traffic) and growth (specific development nodes) from surrounding areas.

CAMPO has already assembled a majority of the GIS shape files for the study area as well as coordinated (and documented) with each community within the NEAS study area regarding their specific projects and ongoing planning activities. Stantec will provide an outline template for CAMPO to develop a narrative of this information consistent with previous NEAS efforts. Stantec will incorporate CAMPO's write-up from these meetings into the existing conditions and inventory chapter of the report. We will augment this with additional data and information related to travel characteristics, TDM performance, environmental conditions (Land Suitability) and community needs (visioning process).

Our analysis will feature the results from the first round of traveling roadshows and current maps describing the regional context that combine the existing conditions and issues within the study area. Mapping will include traditional volume-over-capacity (V/C) ratios, travel time/delay metrics obtained from the travel demand model runs; environmental resources/constraints; existing and projected land use patterns; existing and proposed transportation projects; major new developments; and mapped issues identified by the consultant, public, client, and CTT/SOT members.

As a part of this task, Stantec will develop a Title VI analysis of public engagement using updated ACS data with CAMPO approved methodology to ensure that public engagement is inclusive and compliant.

Deliverables: Plan reviews. Develop GIS mapping displaying select information. Run TRM model up to four (4) times (three future build network conditions and final preferred scenario). Obtain GIS shape files for each community from CAMPO. Obtain Existing Plans Update write-up from CAMPO. Develop Title VI analysis of public engagement (based on CAMPO methodology).

TASK 4: Scenario Planning

The Stantec team will work with CAMPO staff to develop data, build tools, and summarize outcomes for a land use scenario planning initiative to support the Northeast Area Study using CommunityViz software. The initiative will focus primarily on different development types, locations, patterns and intensities in the NEAS study area — and primarily in the key transportation corridors within it — to accommodate future growth, and their impacts to the regional transportation system for identifying recommended future year system improvements (also using a regional travel demand model for the analysis, see Task 6). Work under Task 4 will be a joint effort between CAMPO staff and Stantec team members, offering opportunities to apply lessons learned from the CommunityViz training event for CAMPO staff scheduled for December 2019 (held separate from the contract).

Data for the scenario planning initiative will be provided primarily by CAMPO staff, using information from the Triangle Region 2045 CommunityViz Model or their efforts to update parcel-level place type and development status assignments for the forthcoming 2050 Metropolitan Transportation Plan. Other data needed for the new NEAS CommunityViz model will closely resemble the categories used for the SWAS CommunityViz Model developed in 2019, which will be provided by CAMPO staff with guidance from the Stantec team. The Stantec team will lead data collection efforts for the set of performance measures created in CommunityViz that will be used for the project report card (see below).

Development-related data for the NEAS CommunityViz Model will be organized into four general conditions: 1) existing conditions, 2) committed development, 3) future development potential, and 4) development potential based on development status category. Existing condition data for the number

of dwelling units, number of hotel rooms, or number of non-residential square feet will come from property assessor data. Committed development data will be collected from jurisdictions in the NEAS study area. Future development potential and future development potential based on development status category will be calculated in CommunityViz. CAMPO staff will provide information for existing conditions and committed development. Information collected for the four development-related data categories will be used to verify data sets created for previous MTP scenario planning initiatives and may influence specific assumptions used for the Allocator 5 Wizard in CommunityViz to create new socioeconomic data sets for running the travel demand model.

CAMPO staff will work with the Stantec team to develop a new NEAS CommunityViz Model for the project, whereby CAMPO staff that attended the CommunityViz training event in December 2019 will work with Stantec team members to prepare data, write equations, and run wizards in the software. Weekly share screen meeting events will be used to coordinate efforts, review work completed, and validate and verify client work in the Model will meet project expectations. Stantec team members will review the Model created to evaluate baseline/planned conditions from a quality control/quality assurance viewpoint. The Stantec team will use the Model created by CAMPO staff for baseline/planned conditions to develop up to ten performance measures for the project report card (including reporting for the baseline/planned condition), evaluate up to two alternative development scenarios, and evaluate a preferred/final growth scenario for the NEAS study area. Thematic maps and numeric data sets will be summarized for the project summary document. Socioeconomic data sets for all scenarios run in CommunityViz will be provided to individuals responsible for running the travel demand model (see Task 6).

The Stantec team will also add a feature to the NEAS CommunityViz Model for evaluating conditions that may help prioritize recommended transportation projects, using the land suitability wizard and a data set of growth driver information for evaluating and prioritizing future year transportation projects developed during the project.

The Stantec team will summarize the data, processes, tools, and outcomes from the scenario planning initiative in a technical memorandum that will be used for developing the project summary document. The topics covered and length of the technical memorandum will be similar to the one completed for the Southwest Area Study in 2019.

Deliverables: NEAS CommunityViz Model, information for running two alternative development scenarios in CommunityViz, information for running a preferred/final development scenario in CommunityViz, up to performance measures used for project report card, thematic mapping from the CommunityViz Model, ten screen share events between CAMPO staff and the Stantec team, and a technical memorandum summarizing the scenario planning initiative.

TASK 5: Update NEAS Policy Guidebook

The Policy Guidebook was generally considered successful and received favorably at the conclusion of the first NEAS project. This task will also include a review of local Comprehensive Plans and policy regulations (outlined in the current Policy Guidebook) for select communities within the study area (up to 11). This review will be augmented with a list of community needs (CAMPO has begun this process) so that the Policy Guidebook can be updated (policies contained within document) with specific updates to the policy initiatives for the study area. This does not include code writing, but rather

recommendations for policy or regulatory changes as it relates to transportation. This effort will be memorialized with an update the NEAS Policy Guidebook report. The following proposes to evaluate, update, and build upon the existing guidebook.

Evaluate Guidebook Use. CAMPO staff has conducted individual evaluations with each NEAS community to assess if and how the NEAS policy guidebook was used since its adoption in 2013. This includes an update to the Policy Review Matrix.

Evaluate Existing Policy Contexts. Since several communities have recently or will undergo policy updates associated with plans and plan updates, the foundation of the policy review will need to be updated. The Stantec Team will conduct an on-line review of the communities in NEAS (up to 11) ordinances and existing plans to develop an updated policy matrix and state of current policies according to the same topical areas introduced in the original NEAS policy guidebook (Fundamentals, Roadway, Active Mode, Parking, and Land Use). This version of the Policy Guidebook will include a higher level of Urban Design best practices as well.

Steering Committee Meetings. The Stantec Team will facilitate one (1) Steering Committee meeting (CTT – as a part of Task 2) devoted to policy assessment goals and needs; and facilitate one (1) additional CTT meeting (as a part of Task 2) later in the process to review and receive comments on the draft policy guidebook.

Reporting. The Stantec Team will prepare one (1) draft and one (1) final report based on one set of combined comments received by the Client on the draft report. All products will be produced in Adobe InDesign using a template created at the outset of the study.

Deliverables: Review local Comp Plans and policy regulations for up to 11 communities. Obtain list of community needs from CAMPO. Update to the Policy Review Matrix. Coordination mtgs with CTT. Prepare one (1) draft and one (1) final report.

TASK 6: Exploration and Assessment of Current and Future Needs

The travel demand model, the population and employment forecast, and the CommunityViz output, will be the primary tools for this analysis. This task will address the identification of needs and coordination across governmental boundaries. We will collect and evaluate area-wide crash data (including vehicular, bicycle and pedestrian) to identify needs that will improve the safety of the transportation system.

TRM modeling: SE data will need to be converted from the output of the CommViz into the appropriate SE data transfer in the TRM. With this in mind, CAMPO will need to handle the conversion of the CommunityViz allocations to TRM TAZ based SE data. The TRM now uses a synthesized population dataset for trip generation. The Stantec team will develop the CommunityViz scenarios and run that model. We will then provide CAMPO with the allocation output for conversion to SE data for TRM. CAMPO will then provide the Stantec Team with the SE data that can then be run in the TRM model.

We will work with the CTT/SOT to gather the insights that will help delineate a successful transportation-land use integration:

- How important is the natural environment (i.e., watershed areas, water-intake locations, protected lands, etc.)?

- How can we support the development of businesses that will supply goods and services lacking now?
- How do we protect the mobility of strategic corridors while providing community access and economic development opportunities?

The answers to these questions help delineate the factors that we will use to evaluate our land use-transportation recommendations, and also the weights (i.e., level of importance) assigned to each factor.

Roadways

The Stantec Team will focus on network and corridor planning (e.g., US 401, US 64, NC 56, NC 96, US 1, NC 39, NC 98, etc.), evaluate traditional capacity improvements, as well as recommend access management, ITS (Intelligent Transportation System) improvements, and network connectivity (i.e., Collector Streets assessment).

We will accomplish this through secondary and collector street development (near municipal growth areas) as ways of alleviating existing or forecasted congestion and safety concerns. We will explain traditional improvements through three- dimensional cross-section diagrams and will utilize the TRM for deficiencies and improvements. We will apply Collector Street Spacing Standards (developed previously) to select portions of the study area. This will be based on density and intensity of land use as a result of the scenario planning process.

We will use information contained within the CAMPO MTP/CTP and other municipal CTPs, outputs from the travel demand model as well as a quality/ level-of-service analysis to assess multi-modal performance (QLOS) and benefits from recommendations.

Public Transportation

Internally, the effects of the Wake Transit Strategy and dedicated funding are beginning to be felt in this area. Going forward into the NEAS update, the external influences of technology, and its use by people of all ages to satisfy mobility needs has changed dramatically. The project team will explore these options through collaborations with Wake Transit staff (CAMPO) as well as dedicated small group meetings with the planning staff (up to two, as a part of the small group meetings listed in Task 2), in addition to being topics at regular CTT/SOT committee meetings. CAMPO will provide a market assessment to augment this task. Transit has to contemplate highway development and active mode (bicycle and pedestrian) travel, even more so now because of the emergence of not just “complete” streets but also “smart streets” that employ advance technology to help manage traffic dynamically, reduce crashes, and manage emergency events.

The assessment of existing service areas (Wake County) and no-transit service areas (Franklin County) will include a transit market assessment with the following research (based on available data). Data points and methodology used for Wake County provided by the client. Same methodology will be applied to NEAS study area contained within Franklin County.

- Demographic trends and transit-reliant populations
- Commuting flows and mode choice between internal and external origin-destination pairs

- Assessment of walkability and bikeability to general station areas and communities, now and future (based on land use development environment)
- Existing and anticipated congestion on area roads and highways that may influence mode shifts
- Comparison of existing service areas and performance to derive ranged ridership estimates (as available) in key corridors and corridor segments (may be supplemented with Triangle Regional Model)
- Exploration of connectivity and policy options to increase transit propensity in the future, linking to other modes and recommendations in the NorthEast Area Study.
- MMLOS map (transit) will be created for major transit mobility corridors within the study area to identify deficiencies

Rail

With the recent high-speed and commuter rail discussion, it will be important to stay in front of this initiative and plan accordingly. With this in mind, we will review current and projected commuter and freight rail capacity deficiencies (as available based on existing freight database information) in the NEAS study area, as well as review recommendations of ongoing rail efforts underway or recently completed in the region. Upon review of the summary, we will work with CAMPO staff to update planning level cost estimates for the Eastrans Commuter Rail Study and Southeast High Speed Rail Study (including the findings in TIP#: P-5753 – north corridor) and CSX area corridors in the northeast study area. We will focus our analysis on east-west section for what would need to happen to that corridor to make it viable for passenger service and freight. Freight deficiencies will be based on existing/available databases including the TRM, NCDOT Freight database. With completion of scenario analysis and new cost estimates, a cost/ benefit analysis of commuter rail potential in both corridors will be prepared.

Biking and Walking

Since the original NEAS Study, Wake County and several communities (including Franklin County) have continued to realize the importance of providing active transportation and recreation options and have invested significant effort in this regard. Going forward into the NEAS update, it will be important to recognize two key changes in the way practitioners and users view and use bicycling and walking as forms of transportation. First, since the original NEAS, the design practice has shifted towards providing greater separation for bicyclists and pedestrians, giving opportunity and choice for “all ages and abilities.” Cities across the country and in the NEAS area have realized that bike lanes only serve a small portion of the population. With the inclusion of Franklin County, there is a higher interest in trail connectivity. This will be a focus area of this subtask. With this in mind, Stantec partnered with ITE and recently published the “Protected Bikeway Guidelines" to help practitioners implement protected bikeway facilities.

Second, there have been rapid changes in technology and mobility since the previous plan. The expansion of public and private transit options makes first/last-mile connections and curbside management more critical. “Mobility-as-a-service” is coming and will change the way people travel across the entire CAMPO region. Building off the Transit strategy, Mobility Hubs should be considered in the region that include well-connected, safe pedestrian and bicycle access and bicycle storage.

The Stantec Team will focus on the following to be included in this study, among other elements:

- Update existing and recommended bicycle and pedestrian facilities data regionally and identify gaps that have been filled and gaps that remain today. This includes a comparison of the bike/ped recommendations contained in the current MTP.
- Identify new bicycle/pedestrian connections that are needed to connect new development or to match local plans
- MMLOS maps (bike/ped) will be created for major mobility corridors (major arterials) within the study area to identify deficiencies
- Greenways: Identify and help leverage funding for regional greenway projects. This includes identifying short- and long-term improvements for regional connectivity.
- Identify greenway and bike/ped connectivity improvements (short- and long-term) for study area within Franklin County jurisdiction.
- Provide concept design guidance for innovative bike/ ped curbside access-to-transit options and smart street designs
- Coordinate closely with updated transit recommendations to identify critical future first-mile/ last-mile areas and hot spots
- Provide policy guidance and best practices to move forward at the local levels

Deliverables: Collect and evaluate area-wide crash data. CAMPO to convert CommViz output to SE data. Develop Roadway network improvements and mapping. Prepare V/C maps. Collector Street assessment and network enhancements. Develop cross-section diagrams. Run TRM to test network capacity improvements. Develop market assessment for Wake County and Franklin County segments within NEAS study area. MMLOS maps (transit). Review current and projected commuter and freight rail capacity deficiencies. Update planning level cost estimates for rail services. Analyze east-west rail section for passenger/freight services. Develop cost/ benefit analysis of commuter rail potential. Update bicycle and pedestrian facilities data and identify gaps. Identify new bicycle/pedestrian connections and mapping. MMLOS maps (bike/ped). Identify short- and long-term improvements (Wake and Franklin Counties) for regional connectivity and funding opportunities. Provide concept design & policy guidance and best practices for bike/ped improvements.

TASK 7: Discussion and Recommendations

This task will result in the development of multimodal recommendations and a program of phased projects (short- and long-term improvements) supported by the Study Area's vision, stakeholder, and public input.

Hot Spots/Concept Designs: Our project team will create a conceptual design for 10 hot spot improvements at intersections, interchanges or 4 corridor segments (up to 1 mile in length). These can be multimodal (bike, ped, transit, etc.). This represents 15 – 20% (CADD) level of detail. Physical footprint of the improvements will be determined as well as planning level cost estimates.

Improvements for laneage, access management (i.e., use of planted medians, streetscape, street trees, etc.) as well as modal elements for bike, pedestrian, and transit may be addressed. Our past use of hot spot concept designs has proved valuable to greatly support short- and mid-term recommendations by securing funding for implementation.

In an effort to support CAMPO MTP/CTP development, we will also update the attributes for new recommendations in CAMPO's Project Sheet Database (as provided by the client). This includes entering a database record in Access or Excel (as provided by the Client) with the appropriate attributes for the corresponding recommendation for each mode recommendation. Generally, the project database information will follow similar formats created for previous MTP/CTP projects including GIS feature with a corresponding project ID (as provided by the Client), traffic/ transportation metrics (as available), length, cross section (if applicable), and planning level cost. We will explain traditional improvements through three-dimensional cross-section diagrams. We may use outputs from the travel demand model as well as a quality/ level-of-service analysis to assess multi-modal performance and benefits from recommendations.

Deliverables: Develop phased multimodal projects (short- and long-term improvements). Create conceptual design for 10 hot spot improvements at intersections/interchanges or 4 corridor segments. Update the attributes for new recommendations in CAMPO's Project Sheet Database.

TASK 8: Moving Forward: Performance Standards & Implementation

Stantec will develop a set of Performance Standards and data metrics for the transportation improvements. The performance standards will serve as benchmarks against which requests for development (developers that have an impact on transportation infrastructure) and transportation improvements can be measured. This information will assist member jurisdictions to help prioritize competing projects. We will also develop and recommend policy and regulatory measures (Best Practices) to help practitioners implement the land use and transportation improvements. This will result in an update of the Policy Guidebook developed as a part of the NEAS 2013 planning efforts.

Reporting

The Stantec team has particular interest in generating transportation plans that are visual in nature, use fewer words, and incorporate as many graphics as possible to convey the community's vision. When possible, we will also use infographics to convey important information, such as statistics/demographics, so that people can easily and quickly digest the information. Our documents will be clear and user-friendly for the community. We anticipate a total of four (4) documents to be generated, which represents a consolidation from the 2014 NEAS product.

Graphic-Based Deliverables

The Stantec team will prepare a multimodal transportation and land use plan that summarizes the planning process and key findings and recommendations. The document will be graphically-oriented and supported by text and tables appropriate for conveying information.

The final Workbook will include project descriptions, prioritization/schedules, and project sheets but it should also address the biggest problem that every jurisdiction is facing: how do these projects get implemented? Stantec has an extensive experience in working with various local governments to create effective recommendations for small areas and project development.

Reporting. The Stantec Team will prepare up to four (4) separate documents, including the following:

- Project Workbook
- Policy Guidebook
- Public Outreach & Collaboration
- Hot Spots & Catalyst Sites

Each report will include one (1) draft and one (1) final report based on one set of "combined" comments received by the Client on the draft report. All products will be produced in Adobe InDesign using a template created at the outset of the study.

Deliverables: Develop a set of Performance Standards and metrics for the transportation improvements. Prepare up to four (4) separate documents: Project Workbook; Policy Guidebook; Public Outreach & Collaboration; Hot Spots & Catalyst Sites.