

APPENDIX B

Scope of Work

The following reflects our understanding of the scope of work as outlined in the RFP.

Task 1: Public Outreach and Engagement

Arguably, the most important task for the project is to provide opportunities for public involvement and feedback. We would suggest a multi-prong approach inclusive of Advisory Committee Meetings; Public Meetings; and engagement of key stakeholders. We suggest the following for this effort:

Advisory Committee Meetings – The Plan will be primarily guided by the Advisory Committee from both a technical perspective and how best to engage the public. We suggest meeting with the Advisory Committee at the following milestones:

- Project Kick-off to refine scope of work; define the public outreach process and discuss schedule.
- Workshop to assist in development of Recommendations
- Present Draft Recommendations

Public Meetings – We suggest scheduling two Public Meetings. The first public meeting will be to obtain feedback on issues/concerns/suggested improvements and the second will present draft recommendations. Location of meetings shall be coordinated to ensure optimal attendance opportunity

Key Stakeholders – We will engage key stakeholders in the area. These may include, the Bicycle Coalition of Maine, MaineDOT, UMaine, municipal bicycle and pedestrian committees, etc. In addition, we will work with BACTS and the local communities to provide a website link that will allow interested parties to review Plan information and a mechanism to provide feedback.

Task 2: Demographic Profile and Data Collection

TYLI will collaborate with BACTS staff in obtaining and organizing data on multi-modal transportation users in the region. This effort will include the following:

- We will obtain and document State and local bicycle and pedestrian plans and resources.
- Pedestrian and Bicycle Crash Data from Maine DOT.
- Pedestrian and Bicycle facilities. TYLI will conduct an inventory of existing bicycle facilities. A detailed sidewalk assessment is being conducted by BACTS. We will work with BACTS on how best to integrate that work into this Plan.
- Pedestrian and Bicycle volume data will be obtained for available source counts and Strava data and from other available State and Local sources.

A Technical Memorandum will be prepared that documents the Data.

Task 3: Develop Vision, Goals, Objectives, and Recommendations

TYLI will collaborate with the Advisory Committee in the development of a Vision, Goals and Objective Statement for the Plan. We will develop a draft Statement for review at the Kick-Off Meeting. The recommendations will include a summary of existing conditions; gaps in the system network; and improvements for incrementally expanding the system. We will provide both narrative and graphical recommendations for inclusion in the Long Range Plan. In support of the recommendations, we will develop best practice design guidance according to AASHTO, NACTO, ITE, BCM etc. guidance. Additionally, we will work with BACTS on developing criteria for prioritizing improvements for the TIP. Specific deliverables include:

- Draft and Final Vision, Goals, and Objective Statement.
- Narrative and supporting graphics summarizing existing conditions, system deficiencies, and recommendations.
- Criteria for scoring and prioritizing TIP projects.
- Provide a menu of best practice design standards for the BACTS communities.

Task 4: Funding Sources and Projections

TYLI will work with BACTS, BCM, and MaineDOT in identify funding sources for recommendations and provide a report outlining opportunities.

Task 5: Implementation Plan, Timeline and Project Listing and Projected Funding Sources

TYLI will establish an implementation plan that identifies short, mid-range and long-term improvements. Implementation will be primarily based on the Vision Statement and project planning-level cost estimates will be prepared. Both narrative and graphics documenting recommendations will be provided and format will allow BACTS to easily incorporate into other documents. The final product will be both a stand-alone document and one where sections can be pulled from for other MPO reporting needs.

Task 6: Final Plan Submission

TYLI will produce a final 2018 BACTS Regional Pedestrian and Bicycle (Active Transportation) Long-Range Transportation Plan in a format acceptable to BACTS. We will deliver 15 copies and an electronic version of the final report.