

**EXHIBIT "A"**  
**Basic Services**

## **TranSystems Scope of Services**

TRANSYSTEMS will perform the following Basic Services for the Arkansas City Multimodal Transportation Master Plan.

### Task 1 – Data Collection

- 1.1 Review existing traffic count data, provided by KDOT and City.
- 1.2 Review vehicular crash data for the past 5 years, provided by City. Identify locations that may have a high crash frequency and/or a high crash rate.
- 1.3 Review pedestrian and bicycle crash data for the past 5 years, provided by City.
- 1.4 Review city planning documents such as street classification maps, city master plans, comprehensive plans, land use maps, and trail plans.
- 1.5 Inventory street network for number of through lanes, signalized intersections, and multiway stop controlled intersections. Inventory will be conducted using Google Earth, or other readily available aerial imagery.
- 1.6 Identify the locations of key destinations in the city, such as schools, parks, libraries, civic centers, retail centers, and employment areas.

### Task 2 – Analysis

- 2.1 Identify street segments and intersections with potential operational or safety concerns based on the data review and conversations with city staff.
- 2.2 Determine possible bicycle, pedestrian, and vehicular routes between key destinations.
- 2.3 Identify barriers to bicycle and pedestrian mobility.
- 2.4 Contact KDOT pedestrian and bicycle coordinator and region engineers to address local bicycle/pedestrian priorities on state facilities identified through local assessment.

### Task 3 – Recommendations

- 3.1 Develop a street classification map. Map will designate expressways, arterial, collector, and local streets.
- 3.2 Provide transportation strategies for growth areas to provide circulation and manage access.
- 3.3 Discuss potential street or intersection modifications to address safety or operational issues. Modifications to consider could include road diets, traffic control change, or geometric modifications.
- 3.4 Highlight areas or corridors in need of follow-up, in-depth traffic studies in future years, including but not limited to possible Safe Routes to Schools projects.
- 3.5 Suggest strategies to address barriers to bicycle and pedestrian access.
- 3.6 Prepare a final report to document data collected, analysis, and recommendations. The final report is intended to be an appendix to the ongoing comprehensive plan update.

## **CITY Scope of Tasks**

### Task 1 – Data Collection

- 1.1 Provide existing traffic count data to TranSystems. City may also elect to collect additional traffic data in areas of interest as identified during this planning process.
- 1.2 Provide vehicular crash data for the past 5 years.
- 1.3 Provide pedestrian and bicycle crash data for the past 5 years.

- 1.4 Provide city planning documents such as street classification maps, city master plans, comprehensive plans, land use maps, and trail plans.
- 1.5 Assist with identifying the locations of key destinations in the city.

### Task 2 – Community Engagement

- 2.1 Work with RISE Cowley coalition to assess current conditions and policies related to this effort, including both local and state facilities, to inform work on package.
- 2.2 Begin to collect data to determine how barriers to bicycle and pedestrian mobility impact populations of focus, including but not limited to racial and ethnic minorities, children, pregnant women, older adults, persons with chronic illnesses, persons with housing instability or who are homeless, immigrant populations, displaced persons, persons with limited English proficiency, persons with low literacy, persons with low income, persons with disabilities, and others.
- 2.3 Begin to inventory and assess street pavement conditions and sidewalks, ramps, crosswalks, trails, and other bicycle and pedestrian pathways.
- 2.4 Conduct public engagement, including but not limited to public meetings and surveying, to assist with developing community priorities for improvement projects.

### **Assumptions**

1. The scope of work does not include travel to any in-person meetings. All project meetings will be held virtually using online video conferencing or telephone calls.
2. No traffic data collection is included in this scope of services.
3. No intersection or roadway capacity analysis is included.
4. No future traffic growth projections or traffic modeling is included.
5. Inventories or assessments of street pavement conditions or sidewalks is not included in this scope of services.
6. Improvement recommendations will not be prioritized.
7. No cost estimates are included in this scope of services.
8. No public engagement is included in this scope of services.

### **Schedule**

It is assumed the project will begin in July 2021. Based on receiving Notice to Proceed in July 2021, TRANSYSTEMS anticipates the following schedule:

- Kick Off meeting – July 27, 2021
- Task 1 complete – August 30, 2021
- Task 2 complete – November 1, 2021
- Draft report ready for review – December 6, 2021
- Final report (Task 3 complete) – January 10, 2021