

## **Comprehensive Transportation Action Plan Scope of Services**

### **Plan Advisory Team:**

Huerfano County will establish an advisory committee that will guide the Plan through completion. This Team will be charged with overseeing the Plan's development, implementation, and monitoring and will be comprised of representative parties of the County, the procured consultant team, and diverse stakeholders representing the communities and the traveling public as designated by the County.

### **Plan Expectations:**

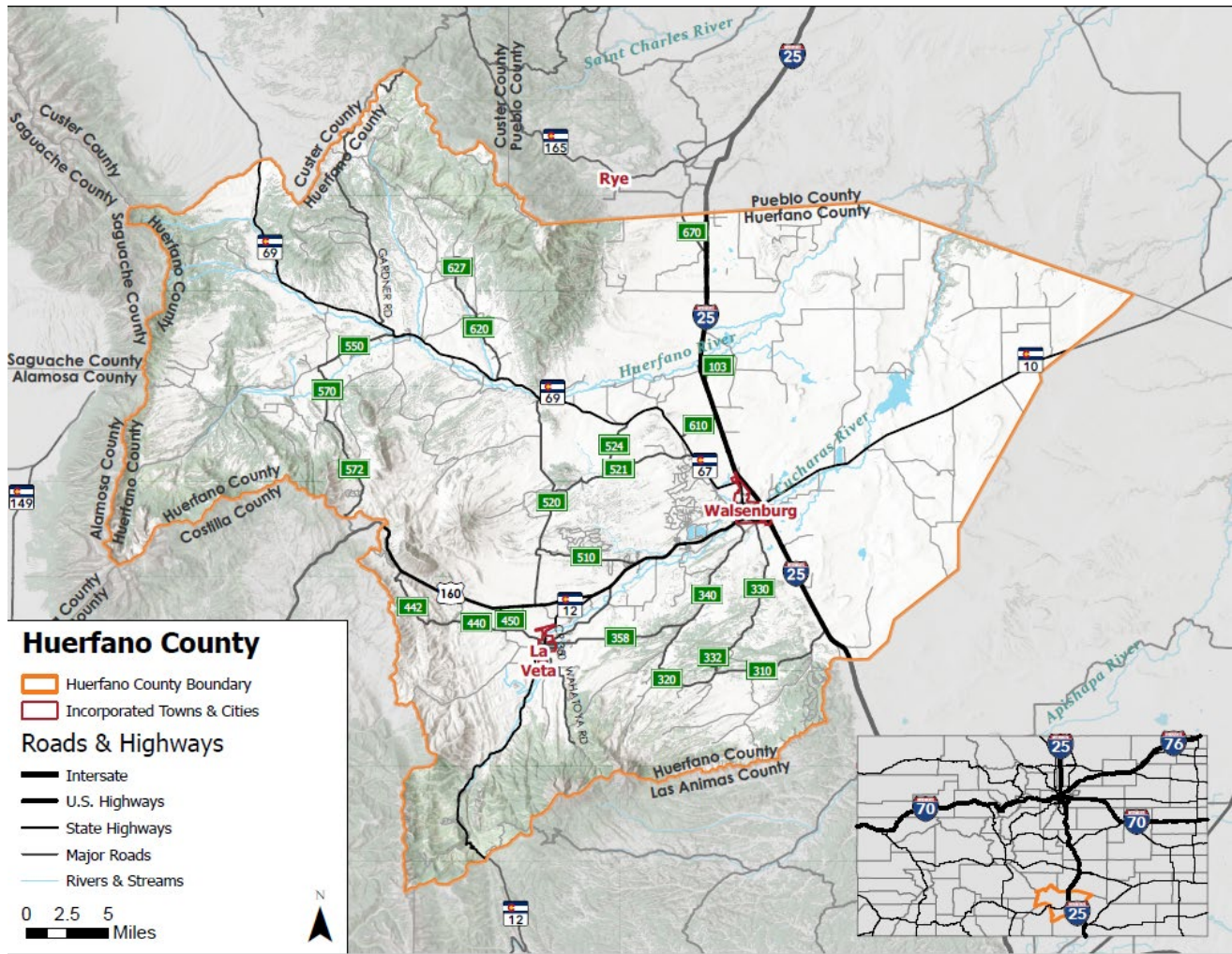
The Comprehensive Transportation Action Plan (the Plan) is expected to fulfill the following objectives:

1. Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries to include analysis of locations, contributing factors and crash types. Analysis will include systematic and specific safety needs and geospatial identification of higher risk locations throughout the community.
2. Assessment of current policies, standards, and opportunities seeking ways to improve safety and implement revised policies, guidelines, and community standards as appropriate.
3. Robust and meaningful engagement of the community and relevant stakeholders, including private sector and community groups and incorporation of information/feedback received into the plan. This will include considerations of equity and inclusivity and identification/engagement of traditionally underserved community members.
4. Development of feasible solutions to address those issues and needs that meet current design standards and/or traffic level of service expectations under both the current and predicted future traffic conditions while promoting a livable community that will enhance the economic and social well-being of residents. Solutions and proposed projects/strategies will be linked directly to high-risk/high-level safety concerns and to population characteristics.
5. Creation of final products for use by the County and the incorporated communities within the County which will provide guidance to implement recommended improvements and react to future development plans within the area and to support identified funding resources that will assist the community in implementation of identified policies, procedures, and infrastructure improvements.

**Plan Area:**

The area the Plan will encompass, Huerfano County, is indicated in the following map.

**Figure 1: Plan Area**



### **Scope of Plan:**

The Advisory Team believes the study needs to include, but not be limited to, the following tasks:

- 1) Kick Off Meeting: The procured consultant will facilitate a kickoff meeting with the Advisory Team to confirm expectations and to finalize the work plan. This is one of three planned Advisory Team meetings.
- 2) Data Collection / Baseline Conditions Analysis: The procured consultant should prepare an approach to assess the existing transportation network within the study area.
  - a) Obtain and review current ordinances and guidelines.
  - b) Gather base mapping data.
  - c) Obtain daily traffic volume and classification counts from available MDT resources. Additional traffic count data collection is not included but may be completed under an approved amendment.
  - d) Obtain available National Bridge Inspection Standard (NBIS) data for all structures.
  - e) Gather other relevant data (transportation revenues generated for highway system maintenance, land use, design plans, photography, utilities, functional classifications, existing development plans, etc.).
  - f) Identify traffic safety problems based on a 5-year crash history and potential traffic safety issue areas based upon local knowledge.
  - g) Identify bicycle / pedestrian facilities, connections, and needs, including ADA accessibility/mobility needs.
  - h) Identify development issues outside of the Plan area that impact the transportation network.
  - i) A cursory review to identify school-related issues and needs.
  - j) A cursory review to identify railroad issues and needs.
  - k) Identify freight issues and needs.
  - l) Review existing streets/roadway design standards.
  - m) Identify existing capacity, geometric, right of way, and other deficiencies.
  - n) Develop a list of transportation issues currently facing the area.
- 3) Standards Development: The procured consultant will work with the study advisory team to update existing roadway network and cross section standards and develop a roadway network and cross section standards where lacking. This may include:
  - a) Development of a roadway classification system that meets local needs and can correspond with the FHWA functional classification system.
  - b) Confirm and develop where needed base typical cross sections for various roadway type dependent upon classification. This includes the changing of surface type.
  - c) Confirm and develop where needed access management recommendations.

- d) Development of a major road plan for 5 and 20 years in the future that includes the preferred location for future arterials & collectors within the study area.
  - e) Development of a master bicycle and pedestrian plan for 5 and 20 years in the future.
- 4) Pavement and Asset Management Development: The procured consultant will assist the town in outlining and developing an pavement and road maintenance safety inventory and schedule, as well as an asset management inventory system for roadway safety countermeasures. At a minimum, this will include:
- a) Inventory current pavement and roadways and provide an assessment of road and pavement conditions county wide.
  - b) Develop schedule for repair/replacement of pavement and roadways including detailed timeline and priority.
  - c) Identify, inventory, and quality control safety countermeasures (i.e., road signs, culverts, delineator posts, etc.) across the County footprint.
- 5) County Wide Needs Survey: The County will seek assistance in performing a County wide, transportation and safety focused needs survey. At a minimum, this will include:
- a) Pre-approved questions by the County advisory committee in a short form survey format. These questions will address transportation burdens and safety concerns across the county footprint, as well as more focused questions in targeted County areas.
  - b) Dispersal of surveys in a multi-media, multi-lingual format. The surveys will be available in multiple languages and conducted via several different mediums to ensure the largest response turnout.
  - c) The survey will guide the recommendations and provide critical public insight for the Plan.
- 6) Future Needs Analysis: The procured consultant will build upon the baseline analysis and standards developed to determine the future transportation needs within the study area. At a minimum, the Advisory Team believes this analysis will need to:
- a) Forecast traffic for 20 years along key routes based on percentage annual growth and considering forecasted changes in local land use.
  - b) Determine future levels of service (LOS) and operating conditions along key routes and intersections without improvements. This will be based on projected daily volumes and not detailed intersection analysis.
  - c) Identify capacity, geometric, right of way, and other deficiencies along key roadway routes identified for the 20-year time frame.
  - d) Identify future structural needs for NBIS structures for the 20-year time frame based upon current condition and anticipated deterioration.

- e) Identify future roadway, rail, freight, pedestrian, and bicycle transportation needs that will help promote the County as a livable and sustainable community.
- 7) Public Outreach/Engagement: The procured consultant team will prepare and facilitate a public engagement plan that will meet the specific needs of the community and will include in-person, virtual and on-line resources, and access. It is proposed there be a series of community “pop-up” meetings in which consultant team and Advisory Team members will go to various community locations in which people are already gathered to collect feedback/surveys and to provide information about the planning process.

In addition, it is proposed there be a minimum of four scheduled public meetings. Meeting dates, times, and locations will need be determined at least one month prior to the date of each public and pop-up meeting.

- Two public meetings and a minimum of 4 pop-up meetings will be held as part of the baseline conditions analysis to introduce the project and gather information pertaining to the needs and desires of town residents.
- One public meeting to be held at least 30 days prior to submitting the final report to present preliminary results and gauge public reaction to solution ideas to be included within the final report.

The consultant will allow for the public to provide input into the study for a minimum period of two weeks following public/pop-up meetings. Public comment sheets will be made available at all public meetings. The public comment sheets will include a return address. An email address will also be provided for the public to send their comments and concerns.

- 8) County Board Meetings: The consultant will provide materials to County staff for presentation of updates as needed. The consultant will provide a study summary and present recommendations during the time the Advisory Team is reviewing the draft final report.
- 9) Website and Virtual Engagement: The consultant team will work with the County to either utilize the existing County and/or Town websites or to create a website dedicated to the study. The website will be organized in such a way that will help dispense information to the public regarding the status of the study, public meeting announcements, presentations, meeting summaries, and reports. The website will also allow for public input into the study during the duration of the study. The website will be used to assist in data gathering through use of Social PinPoint. Public meeting notifications and public comment sheets will list the website address.
- 10) Advisory Team Meetings: The consultant will have a maximum three (3) meetings with the Advisory Team for Plan coordination. A face-to-face kick-off meeting should be held within 30 days of the beginning of the planning process. Other Advisory Team meetings can be held through video, web, or telephone conference technologies if desired.



- 11) Final Report: The consultant will prepare and submit a final report. The report, at a minimum, will ensure SS4A self-certification guidance and include:
- a) Summary of analysis and assessment of existing conditions, policies, plan guidelines and standards
  - b) Identification of projects needed to address existing and future deficiencies, including description of work, estimated range of year of need, and planning level cost estimates.
  - c) Highlighting of enhancements to existing transportation facilities and future roadway links.
  - d) Proposed solutions for identified problem areas.
  - e) Listing of desirable but not necessarily needed projects, including description of work and planning level cost estimates.
  - f) Prioritization for the implementation of recommended solutions based upon town input. This will align with analysis of available or proposed use of revenues and funding and will meet identified needs for equity, inclusion, and accessibility for all travelers.
  - g) A methodology for the prioritization of improvement projects
  - h) Report Deliverables: The consultant will provide the following items to the County:
    - Study updates of the study's progression due with each invoice.
    - An electronic copy for the County, in word processing format (Microsoft® Word compatible) or as Portable Document Format (Adobe® .pdf) of all draft final report(s).
    - Fifteen (15) printed copies of the final study report.
    - An electronic copy for the County, in word processing format (Microsoft® Word compatible) as well as Portable Document Format (Adobe® .pdf), of the complete final report.

After the Advisory Team's review of the draft report, the County contact person will advise the consultant team as to its acceptability and will request any changes that may be desired. It is anticipated that up to two drafts of the final report may be needed before final acceptance.

- 12) Project Management: The consultant will provide management of the project, including forecasting staff utilization, scheduling, invoicing, status reporting, and coordination.

**Available Information:**

The following will be made available to aid the selected consultant in performing the study if the consultant deems them needed:

- Available GIS data, including aerial photography
- Zoning Ordinances and applicable plans
- Existing Transportation Plan(s), if applicable