

WORK PLAN

September 2, 2010



Ak-Chin Indian Community Transit and Nonmotorized Transportation Study

Task Assignment MPD 37-10



HDR

Table of Contents

Task 1.0 – Refine the Work Plan.....	1
1.1) Project Kick-off Meeting.....	1
1.2) Review of Available Studies.....	1
1.3) TAC Meeting #1.....	2
1.4) Public Involvement Plan	2
Task 2.0 – Working Paper 1: Current and Future Conditions	2
A) Inventory of Current Conditions.....	2
B) Forecast of Future Conditions and Deficiencies	3
Task 3.0 – First Phase of Public Involvement and Summary Report	4
3.1) Public Meeting Materials.....	4
3.2) Public Meeting Presentation	5
Task 4.0 – Working Paper 2: Develop evaluation criteria and a plan for improvements.....	5
4.1) Identification of Projects.....	5
4.2) Project Phasing	6
4.3) Policy and Design Recommendations	6
4.4) TAC Meeting #3.....	6
Work Task 5.0 – Second Phase of Public Involvement and Summary Report 2	6
5.1) Public Meeting Materials.....	7
5.2) Public Meeting Presentation	7
Work Task 6.0 – Final Draft Report	7
Progress Reporting.....	7
Exhibit A - Project Schedule.....	8
Exhibit B	9

PROJECT WORK PLAN

Task 1.0 – Refine the Work Plan

Purpose:

- Refine the draft Work Plan and identify background information needed for plan preparation; discuss staffing assignments, schedule, and project team coordination.
- Coordinate public involvement with the Community, ADOT, and the public involvement consultant on drafting a Public Involvement Plan for review at TAC Meeting #1.

Deliverables: Refined scope, schedule, and deliverables (Technical Memorandum 1: Present detailed work plan).

- Preliminary identification of data gaps and focus areas.
- Draft base map showing the study area boundary. (Note: All GIS data collected and prepared in the development of this study will be provided to the Community in GIS format.)

1.1) Project Kick-off Meeting

This meeting will establish a common starting point for the project and serve to establish direct working relationships and clear lines of communications between the project management team. Of significant importance for the HDR team is to develop an understanding of the particular protocol of the Community. Project schedule, decision-making process, and project objectives will be reviewed and refined. Similarly, format, level of detail, and content of various deliverables will also be addressed. Following this meeting the HDR team will prepare a revised Work Plan including project schedule and staffing requirements for approval from the Community and ADOT (Technical Memorandum #1).

Of particular importance, the data gathering process will begin with the HDR team requesting all available documentation including the Long Range Transportation Plan, current strategic plans, the general plan, and other relevant documentation. This review shall also include studies relating to transit and trails for the cities of Maricopa and Casa Grande, and Pinal County.

1.2) Review of Available Studies

Upon receipt of information provided by the Community, the HDR team will review and analyze these materials as a basis to begin its efforts. The goal of this task is to provide a baseline to begin the analysis work and prevent “reinventing the wheel.”

The HDR team will also review the Community’s ordinances and codes as they relate to accommodating future transit facilities such as bus stops or bus pullouts on any roads or tribal property.

1.3) TAC Meeting #1

HDR will meet with the TAC to kick-off the project, review scope of work and schedule, clarify roles, and expectations and responsibilities of TAC members to include information support, review of materials and validating assumptions. We will also discuss data availability and sources. Project goals and objectives for both trails and transit will be developed as part of this meeting. This meeting will also allow the team to further identify stakeholders to engage them early and continuously through the study process, and to validate the list of entities to be interviewed during Task 2.2A described below.

1.4) Public Involvement Plan

HDR will review and provide comment on the public involvement consultant's Public Involvement Plan. Our outreach ideas, identified in this proposal and refined through our work, will be shared and discussed with the public involvement consultant through this process.

Task 2.0 Working Paper 1: Current and Future Conditions

A) Inventory of Current Conditions

Purpose: Develop an understanding of the Community through:

- Inventory and evaluate current land use patterns, travel data, functional classification of roads, access management patterns and policies (if available), and road and street conditions, as well as demographic and socioeconomic characteristics as they relate to transit and non-motorized transportation modes.
- The transit element will include an inventory and evaluation of current demand, levels of service, transit providers, ridership, employment centers, and demographic and socioeconomic characteristics.
- Transit element will include identification of service goals and objectives.

Deliverables: Draft Working Paper 1 describing existing and future conditions in the Study Area (see Deliverables under (B) below).

2.1A) Field Visit

This activity will involve key personnel from HDR participating in a field visit to develop an understanding of the area and the dynamics involved in planning trails and transit facilities. The field visit would involve the project management team and may also include stakeholders and others for all or a portion of the visit to get their perspectives.

2.2A) Focus Interviews

The HDR team will prepare for and conduct stakeholder interviews with up to 12 entities identified through coordination with the project management team. The interviews will be designed to solicit information on the various issues, opportunities, and concerns to be

addressed through the planning process. The interviews will be conducted in person on the day of the field visit, or by telephone. Subsequent follow-up phone and/or in-person interviews will be facilitated with these entities when necessary.

Stakeholder interviews should include Community departments/ services that are currently providing some level of transportation services to their constituents. This will allow the HDR team to understand how those services can be leveraged, or enhanced.

2.3A) Documentation of Existing Condition

This review will include an assessment of Census data as it relates to demographic and socioeconomic characteristics, such as race, gender, age, household characteristics, economics, means to work, and vehicular availability. An important aspect of this effort will include documentation of Environmental Justice and Title VI populations to fulfill the specific requirements applicable to receiving federal funding for future projects.

Through the focused interviews, field visit, and information gained through the TAC, the HDR team will document existing multi-modal routes (pedestrian, bicycle, and transit) currently utilized and identify routes, conditions, safety issues, and deficiencies. The review will include an assessment of ADA needs and deficiencies with regard to existing pedestrian amenities.

A review of the characteristics of the physical, natural, and cultural environments will also be made. This will include environmental conditions with summary impacts of the Community's sensitive-protected areas, wildlife habitat, wetlands, and culturally sensitive locations within the study area. During this task, the concept of introducing native plants to the landscape, or developing interpretative or informational kiosks will be explored.

The HDR team will identify rural activity centers and destinations and prepare a map showing transit origin-destination patterns and activity centers. This effort could be augmented by working with seniors and youth during the outreach described in Task 3 to develop "cognitive maps" identifying what is of personal importance (cognitive maps can be thought of as "mental maps" revealing place preference and subjective distance).

B) Forecast of Future Conditions and Deficiencies

Purpose:

- Forecast future conditions related to transit and non-motorized transportation modes for the short-range (5 years), mid-range (10 years), and long-range (20 years) timeframes.
- Forecast future multi-modal needs, deficiencies, and infrastructure for short-range, mid-range, and long-range planning perspectives.
- Inventory and evaluate future land use patterns, travel data, functional classification of roads, access management, and road and street conditions
- Develop demographic and socioeconomic projections of population and demographic characteristics as they relate to transit and non-motorized transportation modes.

Deliverables: Draft Working Paper 1 describing existing and future conditions in the Study Area. The draft will be revised based on response to comments received from the TAC.

2.1B) Future Conditions

Identify future conditions by reviewing anticipated future land use patterns, location of future Community development, and pedestrian destinations (e.g., parks, schools, public use facilities, subdivisions, recreation, employment centers) and by reviewing Community data resources, such as the General Plan, Strategic Plan, and Economic Development Plan.

2.2B) Projected Demand for Trails and Transit

The transit element will include an inventory and evaluation of projected demand for a proposed passenger public transportation system, levels of service, transit providers, and quantitative estimate of ridership including estimation of monthly passenger trips, and employment centers, as well as demographic and socioeconomic characteristics.

HDR has used the Arkansas Public Transportation Needs Assessment method, a model for forecasting future transit demand based upon specific demographic characteristics. This method was used in the Arizona Rural Transit Needs Study which forecast Pinal County would have the greatest transit demand of Arizona Counties by 2016 (2.5 million person trips). Given the small size of the Community (and the age of the census demographic information available to model), it will be important to augment this data with information from the stakeholder interviews and current transit providers in the area.

2.3B) TAC Meeting #2

Key members of the HDR team will meet with the TAC to review Working Paper #1 describing the existing and future conditions. The meeting will be structured to engage the TAC in the discussion and identify the key elements of the work done to date to highlight for the Community in the upcoming outreach efforts.

Task 3.0 – First Phase of Public Involvement and Summary Report 1

Purpose: Engage the Community and stakeholders in the process of developing a trails and transit plan and solicit input on the system.

Deliverables: Presentation boards and a handout for public involvement meetings. (Up to 14 boards scoped for entire project.)

3.1) Public Meeting Materials

The HDR team will prepare a newsletter for distribution by the public involvement consultant that notifies recipients of the upcoming meeting(s), provides a general description of the project, and informs recipients of how they may provide input on the study. The HDR team will also review and comment on a press release prepared by the

public involvement consultant. Presentation boards will be prepared for the meeting to describe what has occurred in the Study process as well as future work tasks, present existing and future projections, and identify deficiencies. The Public Involvement Summary Report (prepared by the public involvement consultant) will be incorporated into the Final Report and Executive Summary.

3.2) Public Meeting Presentation

At the meeting, the HDR team will present the project findings and take notes to record the comments of the participants for consideration in the development of the Study.

Note: HDR will adhere to the responsibilities as defined in the request for proposals, Figure C: PARA Responsibilities Matrix (see Exhibit B - *Figure C: PARA Responsibilities Matrix*).

Task 4.0 – Working Paper 2: Develop evaluation criteria and a plan for improvements

Purpose: Identify a plan of improvements and the specific actions necessary to implement and sustain the plan.

Deliverables: Working Paper #2 Identifying the trails and transit issues and recommending improvements to address and implement them.

4.1) Identification of Projects

Through the outreach, interviews, and work conducted, the HDR team will identify projects that establish and improve the pedestrian and transit options for Community members. Projects developed will address both transit and trails. Evaluation criteria will address such issues as safety; connection of multi-modal transportation modes throughout the Community and to external surrounding; provide recommendations for access management and right of way preservation in order to prepare for the inclusion of future bus pullouts, trails, sidewalks or bicycle lanes in the design of new transportation facilities; and potential partnerships with external agencies.

Information from level of service analysis conducted as part of Task 2 will aid in developing recommendations for adequate clear zones and shoulder widths to provide for user safety. The Study will also address policies to ensure that the safety measures recommended will continue to be effective as development occurs. Transit element will include development of draft operating parameters/service profile. Develop a conceptual level service profile for the transit system. This profile will include potential routes, headways, and service span. Identify days of operation, alternative fare structure, hours of operation (peak & nonpeak service), frequency and potential routes/services.

4.2) Project Phasing

In order to implement the Plan, the identified projects will be prioritized based upon the outreach and community involvement efforts done to date. An important aspect of this work will be to evaluate the projects in the context of the various funding mechanisms identified, and establish the project phasing accordingly. The idea is to develop the Plan in such a way that the Community is best able to take advantage of the available funding and funding cycles through the prioritization of projects. In that way, each successive step of implementation will build on the previous, so that work done to date can be leveraged against future work, and each phase provides greater support for the next.

Drawing from HDR's knowledge of alternative transit funding programs, recommendations will be provided that include a phased implementation approach linked to available funding.

4.3) Policy and Design Recommendations

The HDR team will propose street sections for collector and arterial streets that show the provision of trails or paths within the right-of-way. These sections would detail the spacing, lane widths, buffer zones, trail/path details and possible amenities for inclusion. Transit element will include an update of tribal code/ordinances. Investigate any changes necessary to the ordinances and codes of the tribe to accommodate public transportation service. This is in reference to amending any tribal laws to allow bus stops, bus pullouts or bus locations on any roads or tribal property. The HDR team will identify and recommend strategic management steps for transit and nonmotorized transportation start-up operations.

4.4) TAC Meeting #3

Key members of the HDR Team will meet with the TAC to review Working Paper #2 describing the evaluation criteria and the plan for improvements. The meeting will be structured to engage the TAC in the discussion and to identify the key elements of the proposed trails and transit systems to highlight for the Community in the upcoming outreach efforts.

The Study will be much more than a listing of projects and guidelines. Our approach is to coordinate projects and project phasing so that the Community is positioned to take advantage of funding opportunities, all the while ensuring that the Community has strong ownership of the plan.

Work Task 5.0 – Second Phase of Public Involvement and Summary Report 2

Purpose: Engage the Community in the process of developing a trails and transit plan and solicit input on the system. In this phase of outreach, the HDR team will present its findings to date and identify its recommended plan for improvements to solicit feedback and identify and address additional ideas generated by Community discussion.

Deliverables: Presentation boards and a handout for public involvement meetings. (Up to 14 boards scoped for entire project.)

5.1) Public Meeting Materials

The HDR team will prepare a newsletter for distribution by the Community that notifies them of the upcoming meeting(s), provides a general description of the project, and informs them of how they may provide input on the study. The HDR team will also review and comment on a press release prepared by the Public Involvement Consultant. Presentation boards will be prepared for the meeting to describe what has occurred in the Study process, present existing and future projections, identify deficiencies, and recommend a program of improvements.

5.2) Public Meeting Presentation

At the meeting the HDR team will present the project findings and take notes recording the comments of the participants for consideration in the development of the Study.

Work Task 6.0 – Final Draft Report

Purpose: Preparation of Final Draft Report for the project management team and TAC review.

Deliverables: Final Draft Report. The Final Draft Report will be revised once, based on project management team and TAC comments.

Progress Reporting

To keep the ADOT project manager and Community staff apprised of progress, HDR will prepare a brief monthly report including progress realized in relation to the project schedule. The report will identify key milestones such as specific activities completed, any information generated and contacts made. We will provide an assessment, by task, of the study completed to date and costs incurred. The report will identify specific activities to be completed in the coming month. In addition, it is important that through the process we communicate openly and regularly with the project management team (consisting of the HDR project manager, the Ak-Chin Indian Community, ADOT, and the public involvement consultant).

Note: The durations noted in the original work plan have been removed; please refer to the Exhibit A, Project Schedule.

Exhibit A - Project Schedule

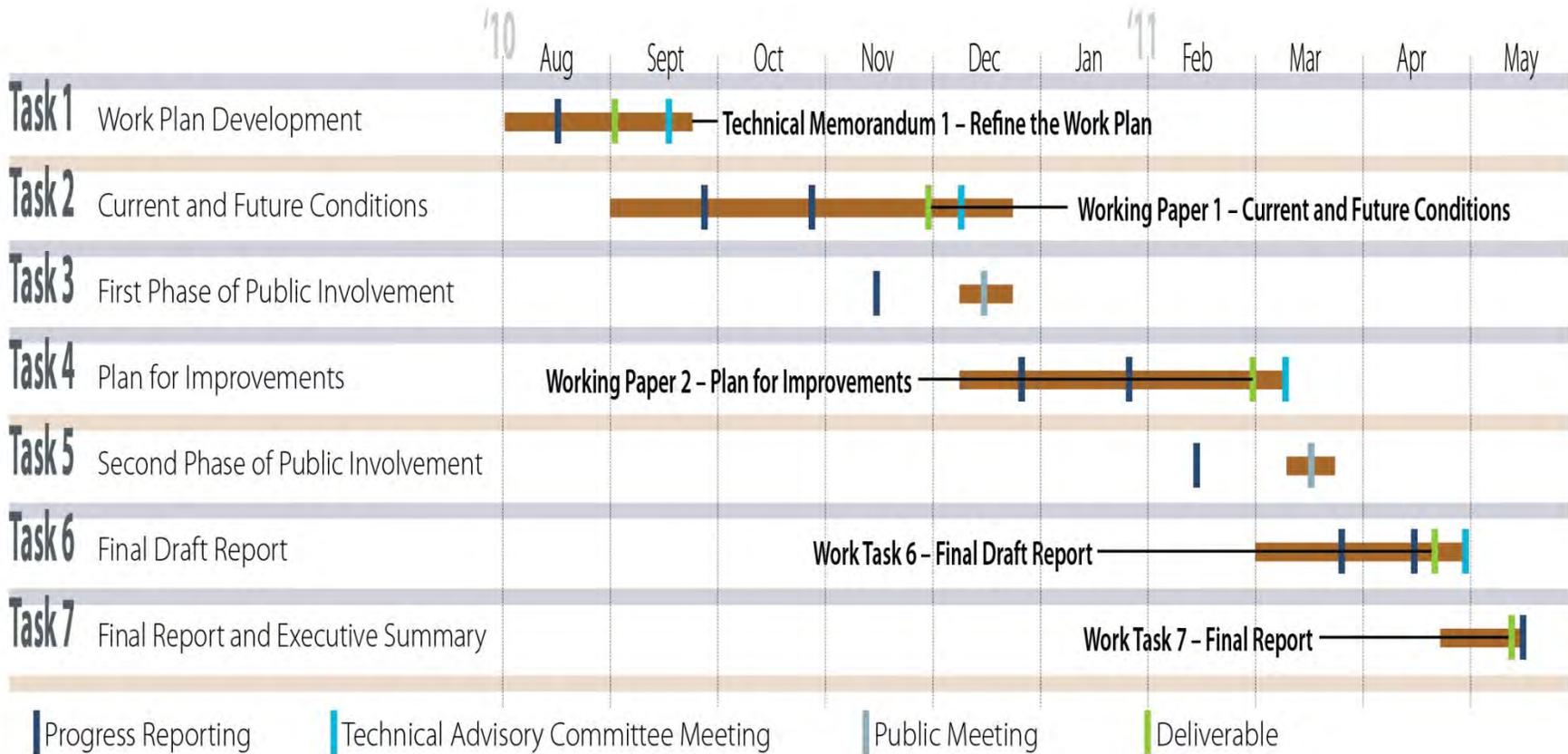


Exhibit B

Figure C: PARA Responsibilities Matrix

Planning Assistance for Rural Areas (PARA) Responsibilities

TASK/ACTIVITY	PUBLIC INV CONSULTANT	CCP PIO	MPD PROJECT MANAGER	TECHNICAL CONSULTANT	LOCAL AGENCY	DISTRICT
Public involvement work plan	Prepare	Review/approve	Review/approve	Review	Review/approve	N/A
Technical work plan	Review	Review	Review/approve	Prepare	Review/approve	Review as TAC member
TAC and stakeholder activities:						
Stakeholder interviews:	Compile stakeholder list; update regularly	Review/approve stakeholder list	Review/approve stakeholder list and interview format; participate in interviews	Prepare interview format; schedule and lead interviews; take minutes	Review/approve stakeholder list and interview format; participate in interviews	Participate in interviews as a stakeholder, when state roads are in study area
TAC invitation letters	N/A	N/A	Identify TAC; prepare and distribute letters	N/A	Assist in identifying TAC	N/A
TAC Presentation	Review	Review	Review/approve	Prepare meeting materials/present at meeting	Review/approve	N/A
TAC Meeting	Participate	Participate	Send invitations; co-lead meeting	Give presentation; take minutes	Co-lead meeting	Participate as TAC member
Public meetings:						
Team prep meeting	Participate	Participate	Schedule; identify location; participate	Participate	Schedule; identify location;	N/A
Meeting location(s)	Identify/schedule	Review/approve	Review /approve	Review	Review/approve	N/A
Newspaper ads	Prepare/submit	Review/approve	Review/approve	Review	Review/approve	N/A
Public meeting invitations	Prepare/distribute	Review/approve	Review/approve	Review	Review/approve	N/A
Tech presentation	Review	Review	Review/approve	Prepare	Review/approve	N/A
Tech materials (boards, handouts)	Review	Review	Review/approve	Prepare	Review/approve	N/A
Respond to questions	Assist as needed	Assist as needed	Lead	Lead; take notes	Lead	Assist
Public involvement summary	Prepare	Review/approve	Review/approve	Incorporate into technical reports	Review/approve	N/A
Light refreshments	Purchase/provide	N/A	N/A	N/A	N/A	N/A
Media coordination:						
Media releases	Prepare/submit	Review/approve	Review/approve	Review	Review/approve	N/A
Meeting ads	Prepare/distribute	Review/approve	Review/ approve	Review	Review/approve	N/A
Responding to media	Participate	Lead	Review/approve	Technical assistance	Review/approve	Technical assistance
Technical reports:						
Working papers, final report	N/A	N/A	Review/approve	Prepare	Review/approve	Review as TAC member

Revised 11-23-09