## **(Municipality(ies))**

## **(Title of Study)**

## **Sample Scope of Work**

## **(Date)**

**Introduction**

The municipality of (Name) in collaboration with the Maine Department of Transportation(MaineDOT) pursuant to a Planning Partnership Initiative (PPI) agreement is soliciting proposals to (short description of study) in the study area depicted below:

[Insert Map of Proposed Study Area]

(Provide a brief summary of additional information here including background information, purpose of the proposed study, previously identified transportation issues, existing opportunities and constraints, and related study efforts)

**Task 1 – Project Kick‐Off Meeting**

The consultant will meet with representatives from the municipality of (Name) and MaineDOT under a collaborative planning process. At a minimum, the kick-off meeting should accomplish the following:

* Identify and understand local issues
* Identify and understand relevant state and federal regulatory requirements
* Finalize the scope of work
* Identify previous related study efforts
* Identify available traffic data and the additional data that will need to be collected.
* Identify baseline environmental data to be collected
* Draft a preliminary study purpose and need

**Task 2 – Review Available Data**

The consultant team will review available information provided by the municipality of (Name) and MaineDOT. These will include, but not be limited to, the following:

* Local Comprehensive Plan,
* Recent MaineDOT traffic counts and crash summaries for the Study Area
* Available land use and economic development information that could affect transportation in the study area provided by the municipality (Name).
* Other relevant reports, studies, and policies.
* StreetLight origin-destination traffic data if applicable.
* desktop screening of environmental conditions to identify known environmental resources in the study area

**Task 3 – Collect Additional Data if necessary, based on Task 1**

As part of Task 1 and Task 2, the Consultant Team and the Project Manager will identify additional data to be collected. At a minimum, the data need collection tasks are anticipated:

* Collect traffic volume and turning movement counts as required including
* Collect Environmental Baseline Conditions (this task is may not be necessary for all PPI studies)
* Conduct a parking study to review local parking policies, inventory parking supply, identify shortages or surpluses, and estimate future parking demand. (this task is may not be necessary for all PPI studies).
* Coordinate a Road Safety Audit (this task may not be necessary for all PPI studies).
* Conduct a Speed Study or Speed-Delay Study (this task may not be necessary for all PPI studies).

**Task 4 – Assessment of Current Conditions**

The consultant team will evaluate the existing and recent historic performance of traffic in the

study area based on traditional forecasting and growth models. The assessment will include but

not be limited to:

* Transportation Operation Analysis. Existing safety and transportation deficiencies as well as the impacts on traffic associated with growth and future year traffic will be assessed.
* Safety Assessment. The consultant will analyze the three most recent years of crash records to identify High Crash Locations and other locations that have high crash frequencies.
* Bicycle, pedestrian, and ADA Analysis. The consultant will analyze the bicycle and pedestrian infrastructure within the study area to identify gaps in the infrastructure and barriers to person with disabilities
* Review analyses with team members and discuss possible recommendations and additional alternatives to be considered.

**Task 5 – Assessment of Future Conditions**

The consultant team will evaluate future traffic volume based on traditional growth forecasts and considering anticipated development and land use changes underway. It will include:

* A 2045 forecast of traffic volumes in the study area, based on historical traffic data and available MaineDOT traffic forecasts
* Analysis of future traffic volume conditions of the study area. Analysis of alternatives under future existing conditions to prevent or minimize loss of service. The analysis will include predicted changes in mobility and safety.
* Analysis of existing and recommended access management
* Review of possible changes to the lane configuration without widening the roadway
* Analysis of the impacts associated with the construction of frontage roads and additions to the roadway grid
* Review of possible traffic signal modifications and implementation of traffic demand management
* Analysis of impacts to bicycle and pedestrian facilities
* Review analyses with team members and discuss possible recommendations and additional alternatives to be considered

**Task 6 Develop Preliminary Recommendations**

Based on the analysis of alternatives determined in Task 5, the consultants will develop

recommendations based on effectiveness of meeting the study area transportation needs. These recommendations may include low-cost improvements, a recommended roadway cross-section or cross-sections to improve the consistency of the study area corridor for its users, and other roadside or off-road improvement recommendations.

* Develop recommendations based on effectiveness and viability from a regulatory perspective. In some efforts based on budget, prior studies, municipal priorities, a consultant may be asked to consider a set number of recommendations, including a specific alternative and low cost/ non-capital alternatives.
* Measurements for effectiveness will include benefits to mobility and safety,

cost and practicality of implementation, and ability to meet the purpose and need.

* The recommendations will include a discussion of the potential and degree of effort

associated with environmental analysis, secondary, cumulative impacts, etc., including

anticipated future costs of remaining planning, design and construction phases.

* Develop cost estimates for recommendations (including construction and potential right-of-way costs).
* Develop a recommendation for phasing of implementation.
* Develop a draft report containing the analysis of existing and future conditions, alternatives analysis, and recommendations, including a matrix summarizing recommendations along with an appendix of traffic and crash data.
* Develop basic conceptual renderings of recommended alternatives on aerial photography.

**Task 6 Public and Agency Feedback**

The consultant team should expect to meet with the study team including representatives from the municipality of (Name) and MaineDOT up to X times including Task 1. The consultant team’s proposal should include an approach to effectively inform and solicit feedback from the public and other stakeholders. Most PPI’s include 3-5 study team meetings and at least 2-3 public meetings one of which may be a standing Board of Selectman or Council Meeting.

**Task 7 – Final Report**

The Tasks discussed above will be combined into a final narrative report documenting the project. At a minimum the report will include a narrative of the study process, a description of the various alternatives considered, documentation of the evaluation criteria, and illustrations of conceptual designs and cross sections for the preferred alternative. The final report will incorporate all applicable technical memorandums.

**Standards to be used in Proposals North (Town Name) Transportation Study**

Any Transportation improvements in (Town Name) would need to meet the following conditions:

1. All design features must reflect MaineDOT design guidance for Highway Corridor Priorities (HCPs) and must be consistent with the MaineDOT Highway Design Guide and the MaineDOT Bridge Design Guide.
2. All capacity, queuing, and level-of-service analyses will be done in accordance with the 2010 Highway Capacity Manual (HCM) methodologies.
3. Signalized and stop sign controlled intersections will be modeled using the latest version of Synchro/SimTraffic. Computer modeling showing impacts of queuing and level of service will be provided to MaineDOT. The design hour volumes will be based on estimated 30th highest hourly volumes for the design year.
4. Design year traffic estimates will be 2045.
5. Design speed – match existing posted speed,
6. Safety analysis of any proposed design will include an inventory of existing crashes, a prediction of crashes with the proposed design, and a comparative evaluation. Crash analysis will be based on the most recent five years of data available from MaineDOT. Safety analysis will generally follow Highway Safety Manual methodologies.
7. Drainage – needs to match into surrounding drainage structures.
8. Signing shall be in accordance with MUTCD (including potential changes to existing overhead signage in the area)
9. Any proposed lighting shall meet minimum AASHTO light levels
10. The Design Vehicle for the major intersections shall be a WB-67, all other intersection shall be for a bus/fire truck unless otherwise specified.
11. Any new traffic signal recommendations must be accompanied by a warrant analysis justifying the recommendation.