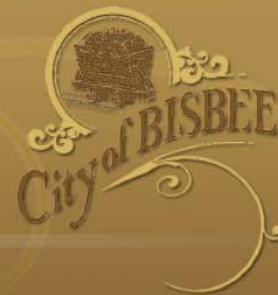


# City of Bisbee Comprehensive Transportation Plan

Task Assignment  
MPD 34-10



*Technical Memorandum # 1*

## Study Work Plan

*Final September 20, 2010*

**WilburSmith**  
ASSOCIATES

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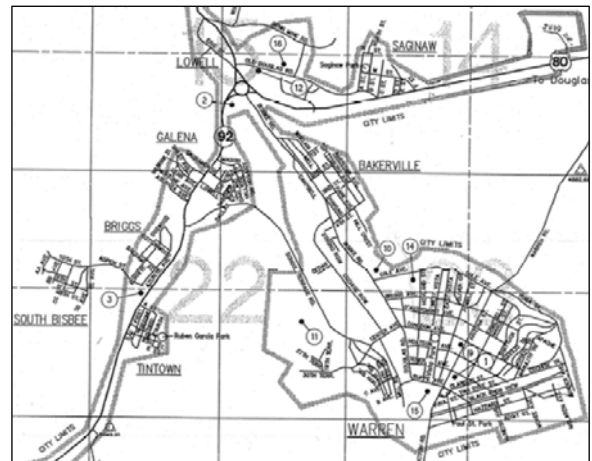
## 1. Introduction and Study Objectives



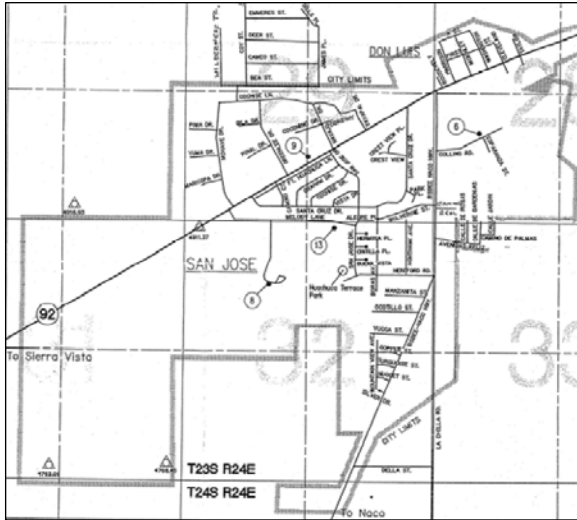
The City’s current General Plan calls for the creation of a Comprehensive Transportation Master Plan. The plan is to include and address all streets, bridges, sidewalks, public stairs, shared-use pathways, transit, public parking, airport, and transportation-related drainage facilities. The Transportation Master Plan is also to include an implementation program that would set forth a comprehensive repair and maintenance effort to bring the transportation infrastructure up to current standards and to provide an acceptable level of service for current and forecast demands.

The needs of the City of Bisbee are great. Many of the streets in Old Bisbee are located in natural drainageways or were footpaths used for property access that eventually were paved without consideration of adequate roadway base preparation. There are many public stairways that have had little or no maintenance since they were constructed. The WPA-era main drainageway running through Tombstone Canyon is showing signs of distress and has had recent localized areas of failure.

In the Warren neighborhood, most of the streets have gone for decades without regular maintenance and repair, and are now in poor condition. The street conditions suffered further with many patches made when a major sewer project was completed several years ago. Street drainage throughout the Warren area is poor and the patches created additional drainage problems that are exacerbating deterioration of the street surface condition. Additionally, this area also has open WPA-era drainageways that are in need of attention and repair in certain areas.



The San Jose district has a number of unpaved streets, and many of those that are paved have not received adequate maintenance and are showing signs of deterioration due to neglect. The Naco



Highway connects Bisbee to the Naco port-of-entry with Mexico. This is one of the major roadways in the area. The Bisbee community's shopping plaza and primary grocery store is located in San Jose along with a number of other retail stores, businesses, and restaurants. There are few sidewalks in the neighborhood. Sidewalks are especially needed around the shopping and business areas. There are unimproved walking paths created by pedestrians accessing businesses and other neighborhoods such as Warren. This presents safety and accessibility concerns and issues for pedestrians and the disabled that need to be addressed.

The Bisbee Bus transit program has been managed by the City since 1993 and serves a vital public purpose.

However, the transit system is in need of evaluation to identify its current and future facility and operational needs and to identify its benefits to the community. The community's airport also needs to be investigated, evaluated, and included in the transportation plan with specific recommendations for funding and implementation of needed improvements.

Since cessation of mining operations, tourism has become the principle economic engine for Bisbee. This makes the primary routes bringing people to the community a key focal point. SR-80, SR-92, and the Naco Highway (a Cochise County road) serve as the major gateways for the community and present opportunities for signage, scenic corridor policies, beautification enhancements, and multimodal shared-use regional pathways to Tombstone, Douglas, Sierra Vista and Naco. This study will examine these gateway routes and provide recommendations for enhancing the visitor's experience through effective signage and wayfinding to make it easy and simple to learn what is available and how to find it. SR-80 runs through Bisbee and enters the community from the north through the Mule Mountain tunnel connecting to I-10 through Tombstone. The highway skirts the east side of the Lavender Pit mine and continues on to Douglas. SR-92 intersects SR-80 in Bisbee at a roundabout near the Lowell neighborhood. SR-92 runs southwesterly through San Jose and continues on to Sierra Vista. The San Jose shopping district was built up along this highway.

The recently completed detailed street and sidewalk inventory will be verified, summarized, and incorporated into the plan. Of particular importance is the determination that 26% of the streets were found to be in poor or failing condition. Providing for adequate drainage of street surfaces and conveyance of water across streets is critical. Due to the City's topography, flowing runoff can be particularly destructive to street surfacing. Therefore, providing for proper and effective drainage is critical for the long term life of any street improvement undertaken. The evaluation will look at what may be done upstream to lessen the impacts of the stormwater further downstream.



Bisbee is one of the few communities in Arizona that was well developed before every home had cars. Consequently, in the older areas, many homes lack adjacent parking for vehicles. In old Bisbee, the terrain precluded vehicular access to many homes, and most of the street rights-of-way are narrow and insufficient to allow for on-street parking. Parking for residents and for visitors alike is at a premium. With tourism as the primary economic generator, WSA will closely and carefully evaluate any and all opportunities to provide additional parking for the community. There are opportunities as well to link the transit system with parking facilities, and that will also be explored and evaluated.

Bisbee is also unique in that many of the streets have uphill and/or downhill retaining walls; some of which are in visibly poor condition. WSA will have a structural engineer visually assess the condition of all street-related walls to identify any that need immediate attention and to assist with identifying and prioritizing needed improvements or replacements for the implementation program. The same holds true for the many public stairways. The WSA team will visually inspect and evaluate the stairs and include specific recommendations for upgrading stairways. WSA will work with the City to identify which stairs are public facilities and which are private facilities. A guideline or policy can be devised that will outline the respective rights and responsibilities as it relates to public and private stairs and retaining walls.



The City recently created a streets and infrastructure committee. This committee assists City staff in evaluating system needs and proposed projects and makes recommendations to the City Council on needed improvement projects and priorities. The WSA team fully understands that the City of Bisbee is looking for the Comprehensive Transportation Master Plan to serve as a reference guide with short-term strategies to stabilize the existing transportation infrastructure and a long-term implementation program to address future needs of the community pertaining to multimodal transportation safety, mobility, accessibility, circulation, and capacity. WSA will work closely with the City of Bisbee to develop and refine a set of street standards, including typical street and right-of-way sections, and will

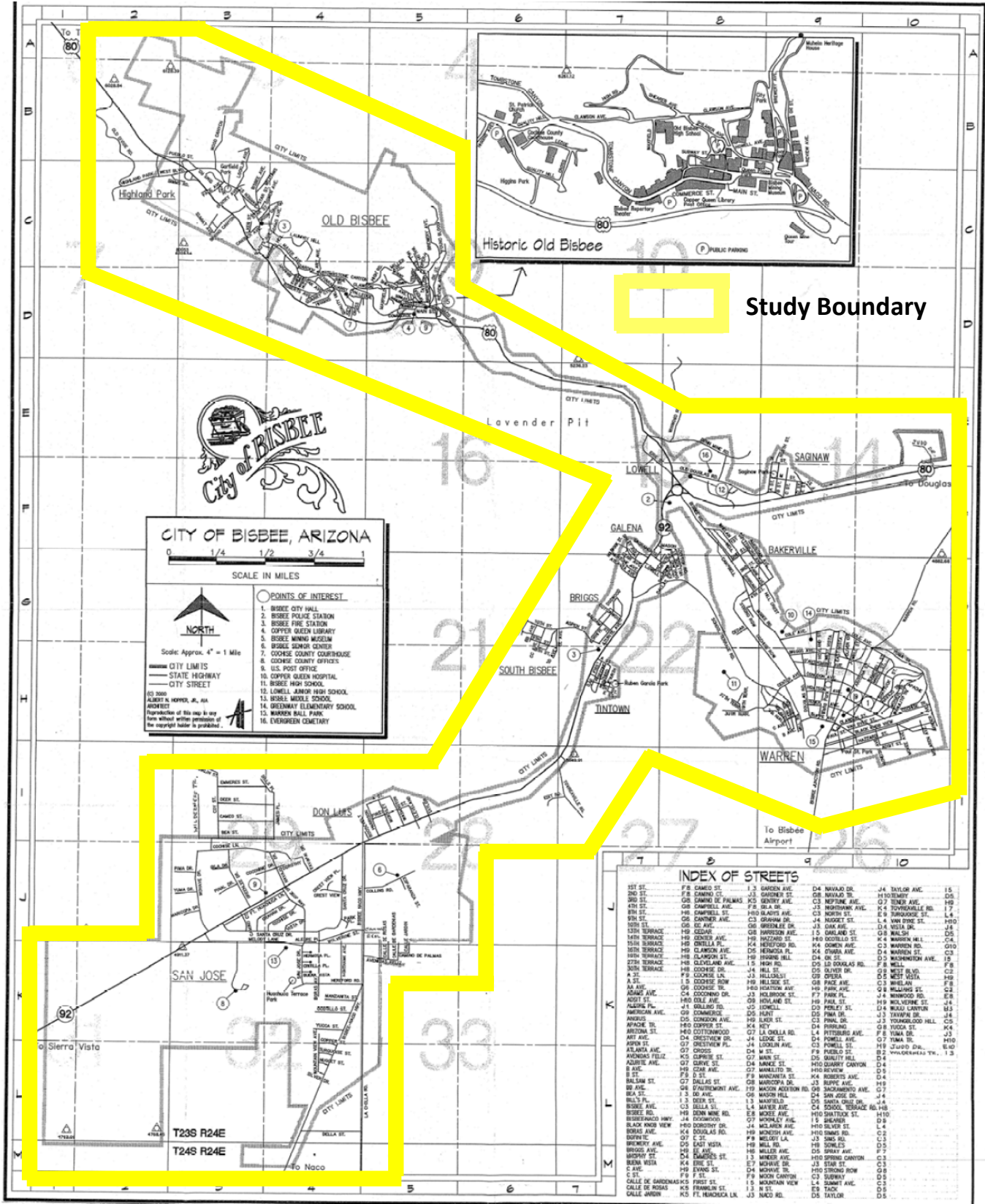
incorporate them into the Comprehensive Transportation Master Plan.

The primary goals and objectives for the City of Bisbee Comprehensive Transportation Plan, and its implementation, are as follows:

- 1. To improve the physical stability, condition, and safety of the transportation system infrastructure**
- 2. To improve multimodal accessibility for all residents and visitors**
- 3. To minimize and mitigate any adverse environmental impacts**
- 4. To plan for future demand on the transportation system**
- 5. To identify sources of and plan for adequate resources to implement the transportation plan**



## 2. Study Area Map



## 3. Study Work Plan

### *Work Task 1: Technical Memorandum #1 - Study Work Plan*

**Technical Memorandum #1 – Study Work Plan:** WSA will prepare and present a refined detailed work plan for the study. The following will be documented:

- Refinement of the study boundary
- Detailed scope of work
- Project schedule
- Staffing, areas of responsibility, and communications protocols
- Member listing for the study’s Technical Advisory Committee
- Plan for outreach to stakeholders and the public – the *Public Involvement Plan* will be developed by ADOT CCP with input from the study’s management team

#### *Deliverables:*

- TM#1 – Study Work Plan
- Study Area Map
- Public Involvement Plan

WSA will make any agreed upon edits, changes, and/or alterations to the work plan documents (study area map, scope of work, and project schedule) and submit final versions to the ADOT PM and the City’s representative for approval. The ADOT PM can distribute the document to the study TAC members. The final version of the Work Plan can be provided within one week of the kickoff meeting. WSA will also coordinate with ADOT CCP and its assigned consultant to provide any needed input to them for their preparation and finalization of the Public Involvement Plan.

**Study Kickoff Meeting:** The WSA team will coordinate with the ADOT Project Manager, *Mark Hoffman*, to schedule and participate in a project kick-off meeting attended by all key members of the project management team including representatives from the City of Bisbee. The WSA team will present and review the study area limits, the detailed scope of work, and the project schedule for the purpose of discussion and agreement on the work plan. Tentative future meeting dates for the technical advisory committee (TAC), the project management team, and public participation and outreach events will be identified and scheduled. The meeting discussion will also include identifying the project stakeholders to interview during Work Task 2 of the study and agreeing on a schedule for conducting these stakeholder interviews. Stakeholders will include, at a minimum, representatives from the City, Cochise County, SEAGO, school districts, Bisbee Public Safety (Police and Fire), US Customs and Border Patrol, and ADOT.

### *Work Task 2: Working Paper 1 – Current Conditions*

**Inventory of Current Conditions:** WSA will compile a complete GIS mapping and information database to support subsequent study efforts. WSA will inventory, analyze, and describe the existing conditions in the study area related to roadways and to pedestrian and bicycles modes of travel, establish the basis for traffic forecasting, review currently programmed network improvements, and document issues for further consideration. In addition, environmental resource areas will be identified and mapped.

#### *Deliverables:*

- Working Paper #1
- Current Conditions

The WSA study team will:

- Review all transportation studies, plans, and other relevant documents identified by stakeholders
- Compile a list of recommendations from the collected studies and reports and identify which have been implemented, which are currently programmed, and which are still pending

- Conduct a field review to visually inventory and analyze the current conditions of streets, sidewalks, bikeways, pathways, stairs, bridges, retaining walls, drainageways, public parking (includes the number of spaces), rights-of-way, and roadsides
- Combine field review data with the City's condition inventory
- Collect and analyze crash history from the ADOT ALISS database and traffic safety concerns and problem locations from the City of Bisbee Police Department and the Cochise County Sheriff's Department
- Inventory and evaluate current land use patterns, traffic volume count data, functional classification of roads, levels of services, and access management
- Conduct traffic counts for key streets and roads to determine current levels of service and for use in forecasting future traffic volumes
- Collect, compile, and report demographic and socioeconomic characteristics for the community
- Inventory and evaluate current transit demand, transit providers, levels of service, bus routes, ridership, and map the location of employment centers and other transit nodes
- Summarize airport facility conditions and recommendations from the City of Bisbee Airport Master Plan currently being developed and from ADOT's Statewide Airport System Plan
- Document the characteristics of the physical, natural, and cultural environments
- Identify any areas of environmental significance and conduct an initial fatal flaw evaluation
- Conduct stakeholder interviews to learn all perceived transportation system needs, safety concerns, and the locations of desired transportation improvements and safety hazard areas

The first step for this task will be to conduct a thorough and comprehensive research effort to collect and obtain all study related background information, including crash data, from all sources. A key part of our data collection efforts will be conducting stakeholder interviews. The stakeholders are to be identified by the City of Bisbee representative, *Tom Klimek*. The information received from the interviews can provide valuable input on the location and nature of known areas of transportation infrastructure deficiencies, safety concerns and issues, and other insights into sidewalks, bikeways, shared-use paths, drainage facilities, transit systems, bus routes, bus operations, intersections, road segments, parking facilities, and roadside areas. These interviews will be conducted prior to the field audit so that particular attention can be focused on the locations identified by the stakeholders in addition to documented accident locations.

A visual audit of the streets, steps, retaining walls, drainageways, bridges, bus stops, crosswalks, and roadside areas will be conducted by members of the study team including a structural engineer. The team will look at existing and needed infrastructure and at any deficient facilities or areas of concern including intersections, road segments with geometric deficiencies, stream/wash crossings in need of improvement, sight distance problems, pedestrian walkways and crosswalks, bike routes, and parking locations. Each identified location of concern will be photographically documented.

A complete physical inspection and inventory will be completed for the existing transportation system. The assessment of transit stop locations will also include pedestrian pathways and access to the bus stops, sight distance on the roadway, and safety of the boarding area. All other areas of safety hazards, safety concerns, roadway and intersection deficiencies, drainageways/crossings, and deficient stairways and retaining walls will be mapped using GIS with a linked inventory database incorporating site location characteristics and photos. The team will also inventory land uses in the process. Floodplain maps will be reviewed for additional drainage and stream/wash crossing information.

## Work Task 3: Working Paper 2 -- Future Conditions and Deficiencies

WSA will utilize the Cochise County QRS-II Travel Demand Model to forecast future traffic conditions related to the transportation modes for the 5-year short-range, 10-year mid-range, and 20-year long-range time frames. The WSA study team will:

- Inventory, evaluate, and forecast future land use patterns, travel data, functional classification of roads, access management, public parking, bridges, functional railways for commercial and non-commercial use, and road and street conditions
- Identify and forecast future demographic and socioeconomic characteristics for the study area
- Determine deficiencies within the study area under future conditions and identify needed solutions and capacity expansion
- Analyze the future levels of service for transportation system components
- Determine future multimodal needs
- Project future non-motorized modes traffic projections onto sidewalks, paths, trails, stairs, and bike facilities, and determine needed infrastructure to meet the forecast demand
- Evaluate the future development potential for the Naco Highway corridor
- Determine the impact of heavy commercial development and US Customs and Border Patrol traffic on local transportation infrastructure
- Establish cross-sections of proposed roadways showing street and right-of-way widths
- Identify drainage facilities and areas of environmental concern affecting the transportation system
- Inventory and evaluate projected transit demand, transit levels of service, transit providers, ridership, employment centers, and other transit nodes
- Determine from the stakeholders during their interviews any thoughts or knowledge they may have on future needs and areas of concern
- Determine and analyze environmental justice affecting minority and low income populations

**Deliverables:**  
Working Paper #2  
- Future Conditions

Future conditions and forecasted traffic for all modes will be applied to the existing transportation network to determine where deficiencies and safety concerns exist or potentially may arise at any other intersections, roadway segments, or other locations beyond what was identified in the field and by study stakeholders. Comprehensive mapping of all such locations, supported by a GIS database with detailed information and photographic documentation, will be compiled for use in the subsequent Task #5 to find solutions to eliminate or mitigate the system deficiencies and safety concerns.

**Functional Classification of Roads:** Functional classification is a system of classifying roadways according to the character of service they are intended to provide. This results in a hierarchy from higher volume roadways of a regional nature to lower volume roadways of a more local nature. Classifications begin at the principal arterial level and track downward to minor arterials, major and minor collectors, and local roadway classifications. Different standards exist for rural and urban areas. The process of classifying roadways in Arizona is led by ADOT in cooperation with the regional councils of governments; in this case, the *SouthEastern Arizona Governments Organization* (SEAGO). All roads that are part of the public roadway network are to be classified. For a project to be eligible for federal funding, and to be included in the State Transportation Improvement Plan (STIP), the roadway in question must be functionally classified as a major collector or above.

ADOT's HPMS database lists the functional classification of streets in all local jurisdictions. The Cochise County QRS-II travel demand model network also includes the functional classification of streets and roads. There are streets in the study area currently classified as "local" that may qualify for an upgrade in functional classification, thereby becoming eligible for state and federal aid. WSA will evaluate each street to make this determination. If a street segment qualifies, WSA will assist the City of Bisbee with its application for the change in functional classification.

ADOT has a process for modifying routes on Arizona's approved functional classification system that will be followed. Applications for reclassification are to be submitted to ADOT through SEAGO. The application identifies the routes to be added or deleted, route termini, average daily traffic, and rationale for justifying the change in functional classification. ADOT's Multimodal Planning Division reviews the application and the impacts of reclassification on the roadway system balance for the surrounding system. They will take into account the opinions and views of local officials, SEAGO, and the ADOT Safford District Engineer. If approved by ADOT, the request is then forwarded to the FHWA for their concurrence and approval. To maximize the use of potential federal funding, the City and WSA will work with SEAGO and ADOT to functionally reclassify roadways to make them eligible for federal funding where and when warranted.

**Airport:** The City of Bisbee has a general aviation airport. WSA will carefully review both the airport's master plan and ADOT's State Airport System Plan. The current and proposed facilities at this airport will be identified and included in the transportation plan. The City's airport represents another transportation modal option for its citizens. Airports provide an essential air service for public safety.

#### **Work Task 4: First Phase of Public Involvement and Summary Report #1 (CCP & PI Consortium)**

A public involvement meeting concerning issues related to roadways and non-motorized transportation will be conducted at a site within the study area. The meeting logistics and notices are handled by ADOT CCP and their consortium consultant. The WSA team will prepare the presentation and hand-out materials for use by CCP in preparing for the meeting. At the meeting, WSA team members will describe what has occurred to date in the study process and give an overview of the current and future conditions. The mapping and listings of current conditions, future multimodal traffic forecasts, and identified locations of system deficiencies will be previewed. CCP will document and prepare *Public Involvement Summary Report #1* based on meeting notes and comments received from the public during and after the meeting. This document can be contained in an appendix of Working Paper #1.

#### **Deliverables:**

- **Public Outreach Summary #1 (CCP)**

#### **Work Task 5: Working Paper 3 – Develop Evaluation Criteria and a Plan for Improvements**

The WSA study team will recommend specific projects with cost estimates and implementation strategies that address identified deficiencies and special needs over a span of five, ten, and twenty-years. Motorized (cars, trucks, and transit) and non-motorized (pedestrians and bicycles) transportation modes will be addressed. Projects will be prioritized based on agreed upon evaluation criteria, need, local stakeholder input, available finances, and identified new revenue sources.

Areas to be addressed include:

- Safety and hazards at intersections and in congested areas
- Controlled and uncontrolled intersections

- Traffic impacts from new developments
- Traffic safety issues and high frequency crash locations as identified by transportation and law enforcement officials
- Public parking facilities
- City owned property for parking leases to residents and public parking to accommodate tourism needs
- Curves, hills, and intersections with limited sight distance
- Areas with deficient or no shoulders
- Future traffic signal locations and visibility of traffic control signals
- Non-motorized modes to include bicycle ways and pedestrian sidewalks, stairs, and paths
- Roadways and retaining walls with deficient guardrail or lacking needed guardrail
- Turning lanes including the need for protected left turn movements
- Access management strategies including medians where needed
- Transit operations and opportunities
- Right-of-way preservation and identification of needed right-of-way acquisition
- Budgetary level costs of improvement projects and safety mitigation measures
- Revenue forecasts to determine financial feasibility
- Projected revenues to demonstrate the ability to maintain existing and proposed facilities
- Street and roadway sections and needed right of way widths, considering retaining walls as needed
- Prioritized projects by mode set forth in short, medium, and long-term improvement programs
- Environmental scan and fatal flaw analysis for short term projects

## *Deliverables:*

### **Working Paper #3**

- **Evaluation Criteria and Plan for Improvements**
- **Preferred 2015, 2020 & 2030 Transportation Network**

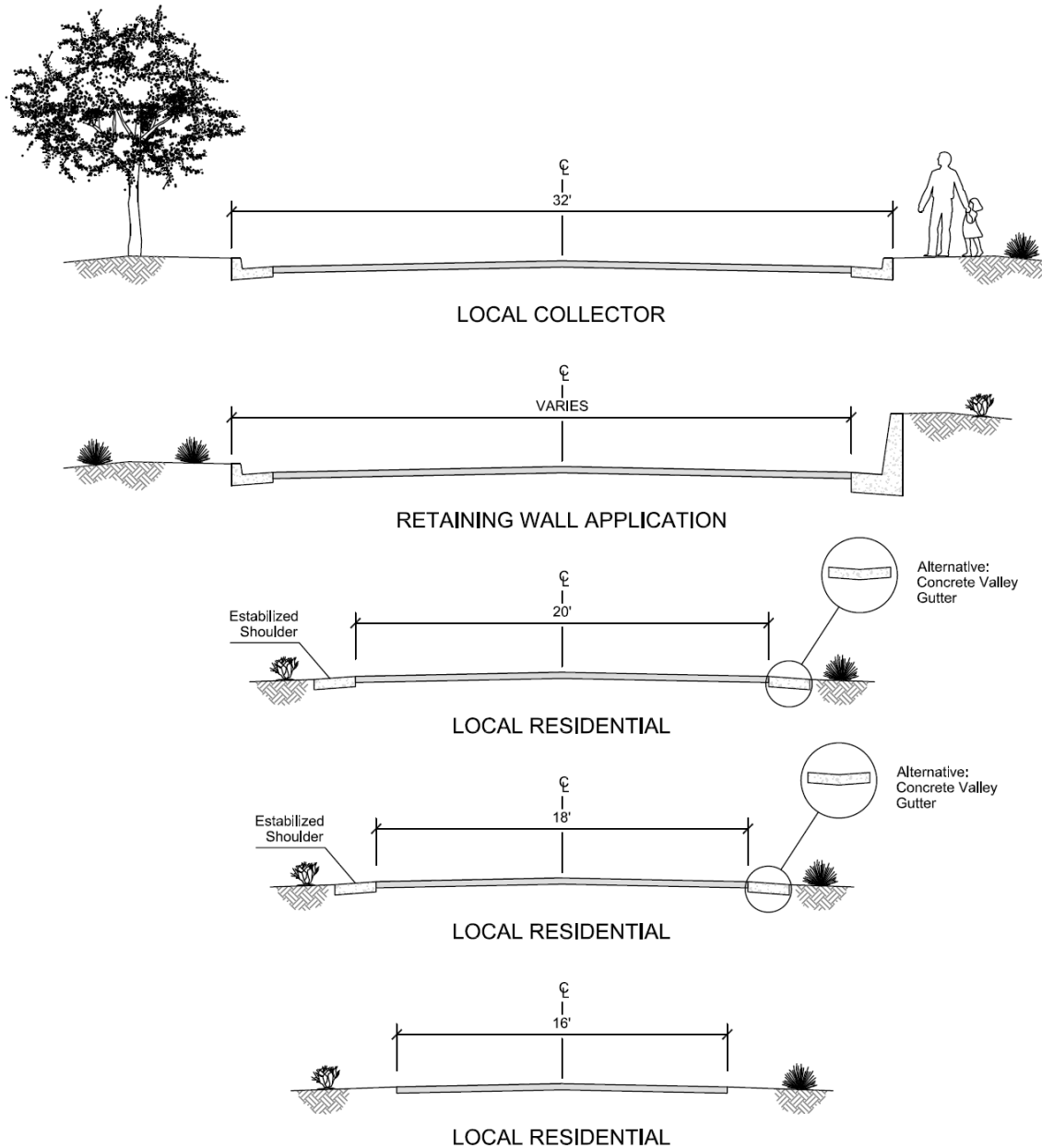
For each identified and documented transportation system need, the WSA team will evaluate alternatives that can eliminate or mitigate the concern, and perform an alternatives analysis to identify the best solution for each location and facility. A budgetary cost will be determined for each proposed improvement or mitigation measure. WSA will also identify and apply subjective criteria. Much of this will come from the stakeholder and public input. Possible criteria may include local emphasis on specific improvements or locations, the impacts to the environment and/or the neighborhood, and the level of public support.

The WSA team will complete an evaluation of specific improvements for each location with an identified deficiency or need. Improvements will be identified based on the assessment of current and future conditions and use. Specific improvement options will be developed to address each issue and need. A key outcome of the study will be the identification of proposed solutions that will eliminate or mitigate the need, situation, issue, or concern, and the provision of budgetary cost estimates for each identified project. Available and potential sources of funding to implement the planned projects will also be identified and discussed.

A stated goal of the study is to identify sources of, and plan for, adequate funding and resources to implement the transportation plan. This can include contributions from developers on new projects. Developer exactions, development impact fees, improvement districts, and other project financing means and measures will be investigated to ensure that new development pays for its fair share of needed improvements based on its impact to the transportation system. The study will also look at the potential financial support from external stakeholders for state and county transportation facilities.

Other potential sources of additional revenue could include earmarked sales tax increases and use of bonds to leverage available monies.

**Transportation Facility Standards:** WSA will endeavor to provide a transportation study document that will fulfill the need for a working plan that can be used as a guide to assist the City in its on-going planning, development regulation, and future general plans update efforts. The plan will be clear, concise, and user-friendly, and will contain maps, street standards, details, and cross-sections. In addition, the plan will provide a detailed implementation program for needed short-term, mid-term, and long-term improvement projects, along with a description of the project and a budgetary cost estimate. WSA will review the study recommendations with the City of Bisbee and study stakeholders to obtain feedback and support for proposed projects and implementation strategies.



**Typical Street Sections under Consideration by the City of Bisbee**

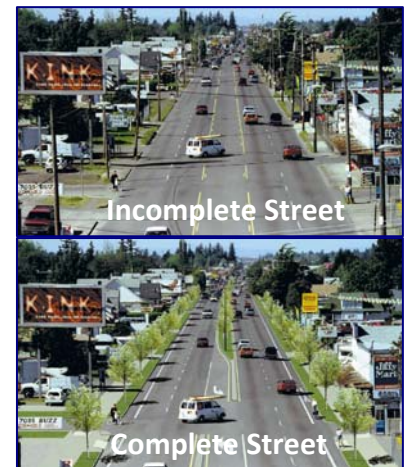
**Pedestrian Facilities:** Pedestrian improvements will be identified as needed to provide safe access to and from identified nodes and destination points. WSA will utilize the tools provided by the FHWA sponsored *Pedestrian Safety Guide and Countermeasure Selection System (PEDSAFE)* to evaluate and recommend measures for improving the safety and mobility of those who walk and use pedestrian facilities. PEDSAFE includes a *Pedestrian Facilities User Guide – Providing Safety and Mobility* that



provides descriptions of some 47 unique engineering countermeasures and treatments that can be implemented to improve pedestrian safety and mobility. The guide includes matrices that relate the treatment measure to specific objectives and types of collisions. The tool will allow the team to refine the selection of safety treatments on the basis of site characteristics such as geometric features and operating conditions, and the type of safety problem or desired behavioral change.

**Bicycle Facilities:** Bicycle improvements will be also be identified as needed to provide safe access to and from identified nodes and destination points. As part of our analysis, WSA will utilize the tools provided by the FHWA sponsored *Bicycle Countermeasure Selection System (BIKESAFE)* to evaluate and recommend measures for improving the safety and mobility of those who bicycle. BIKESAFE includes informational pages providing an overview of bicycling in today's transportation system, information about bicycle crash factors and analysis, and selecting and implementing bicycling improvements. BIKESAFE also provides tools that allow the user to select appropriate countermeasures or treatments to address specific bicycling objectives such as the need to make intersections safer for bicyclists or crash problems such as overtaking motorists striking bicyclists from the rear on busy corridors with inadequate space. The system enables refinement of methods on the basis of site characteristics such as geometric features and operating conditions. Information is also available on a large number of case studies to illustrate treatments implemented in communities throughout the U.S.

**Complete Streets Program:** Complete streets are designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists, and transit riders of all ages and abilities need to be able to safely move along and across streets. Complete streets are not limited to a few designated corridors; rather such policies strive for diversity on just about every thoroughfare. A national survey conducted in 2002 by the federal Bureau of Transportation Statistics determined that about one quarter of all walking trips take place on roads without sidewalks or shoulders, and bike lanes are available for only about five percent of bicycle trips. Another BTS poll found that the top complaint among both able-bodied and disabled pedestrians and cyclists was that there were too few usable sidewalks and bikeways. WSA will evaluate the potential for the City of Bisbee to adopt a complete streets program, review the merits and details with the TAC, and incorporate such a program into the comprehensive transportation plan as agreed on and as directed.



**Signage and Wayfinding:** An effective transportation aid is a signage and wayfinding plan to enable residents and visitors alike to know where the key destinations are and how long it will take to get

there. WSA can develop recommendations for a signage and wayfinding program that would include identifying easy to read and follow signs with uniformly presented information for people to readily determine where they want to go, how to find the location, and how long it will take to get there. This is as important a consideration for the pedestrian and bicycle modes as it is for the vehicle driver and tourist.

## **Work Task 6: Second Phase of Public Involvement - Summary Report #2 (CCP & PI Consortium)**

A second public involvement meeting concerning issues related to roadways and non-motorized transportation modes will be conducted at a site within the study area. The meeting logistics and notices are handled by ADOT CCP and their consortium consultant. The WSA team will again prepare the presentation and hand-out materials for use by CCP in preparing for the meeting. At the meeting, WSA team members will describe what has occurred to date in the study process and give an overview of the proposed infrastructure improvements and mitigation measures to be implemented. The short-term (5-year), mid-term (10-year) and long-term (20-year) implementation programs, with their respective project costs, will be previewed and discussed. Potential revenue opportunities from federal, state, regional, local, and private sources will be described with recommendations made for consideration and adoption by the City Council. CCP will document and prepare *Public Involvement Summary Report #2* based on meeting notes and comments received from the public during and after the meeting. This document can be contained in an appendix of Working Paper #3.

### **Deliverables:**

- Public Outreach Summary #2 (CCP)

## **Work Task 7: Draft Final Report**

The draft final report will include the following:

- Compilation of Working Papers 1, 2, and 3
- Summary Reports 1 and 2 that document the public involvement process provided by CCP and incorporated as an appendix
- Recommendations regarding the City of Bisbee Comprehensive Transportation Plan and future studies in the study area
- A listing of specific prioritized projects for implementation

### **Deliverables:**

- Draft Final Report
- Public Outreach Summary

## **Work Task 8: Final Report – City of Bisbee Comprehensive Transportation Plan**

The final version of the final report will include the following:

- Content of the final draft report, as amended following review and comment by the TAC
- Approval of the ADOT project manager, *Mark Hoffman*, and the lead local contact from the City of Bisbee, *Tom Klimek*

### **Deliverables:**

- Final Report
- Public Outreach Summary

The WSA team will prepare the draft version of the final report that will serve as the record document for this study. The draft final version will be reviewed with the TAC and the project management team. WSA will address and incorporate any comments, suggestions, and edits received into the final version and will provide the *Final Report* to conclude the study.

**City of Bisbee Comprehensive Transportation Plan:** The principle product of the study will be a final report that contains a refined plan of recommended improvements over the next five, ten, and twenty-year periods, including the cost for implementing each individual project. The final report will include

all supporting data and information including a complete summary of the public participation program. The study is funded through an ADOT Planning Assistance for Rural Areas (PARA) study grant.

## Study Deliverables

All deliverables will be made in printed and bound hard copy format along with a CD containing an Adobe PDF file document. The requested number of copies will be provided for each milestone deliverable. The WSA *ftp* site can be used for document download by TAC members.

## 4. Study Management and Study Team

### Project Administration

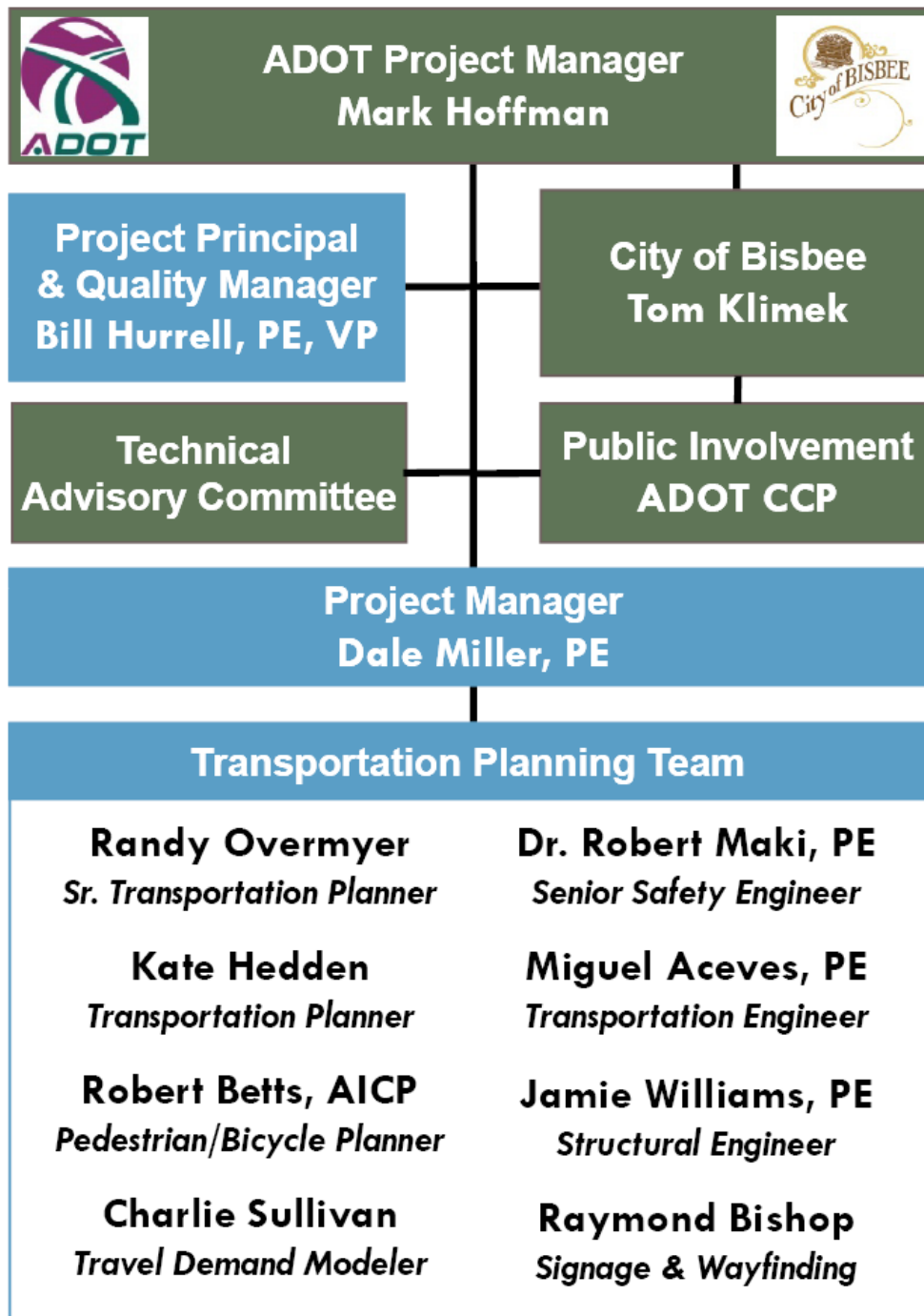
WSA will confer and/or meet routinely with *Mark Hoffman*, ADOT project manager, and *Tom Klimek*, Deputy Public Works Director, City of Bisbee representative, on at least a monthly basis to review the study progress, present progress drafts of working papers and study findings, and solicit direction.

### Technical Advisory Committee: Bisbee Comprehensive Transportation Plan Study

Name	Organization	Title	Phone	email
<b>Study Area Representatives</b>				
Tom Klimek	City of Bisbee	Deputy Director, Public Works	520.432.6002	<a href="mailto:tklimek@cityofbisbee.com">tklimek@cityofbisbee.com</a>
Karen Lambertson	Cochise County	County Transportation Planner	520.432.9240	<a href="mailto:klamberton@cochise.az.gov">klamberton@cochise.az.gov</a>
Sharon Mitchell	SEAGO	Transportation Planner	520.432.5301	<a href="mailto:smitchell@seago.org">smitchell@seago.org</a>
<b>ADOT</b>				
Mark Hoffman	ADOT/MPD	Project Manager	602.712.7454	<a href="mailto:mhoffman@azdot.gov">mhoffman@azdot.gov</a>
Tom Engel	ADOT-Safford District	Project Engineer	928.432.4921	<a href="mailto:tengel@azdot.gov">tengel@azdot.gov</a>
Dee Crumbacher	ADOT/ITD	Traffic Engineering	520.388.4229	<a href="mailto:dcrumbacher@azdot.gov">dcrumbacher@azdot.gov</a>
Melissa Reuter	ADOT/ITD	Environmental Planning	520.388.4256	<a href="mailto:mreuter@azdot.gov">mreuter@azdot.gov</a>
C.T. Revere	ADOT/CCP	Public Information Officer	520.705.3574	<a href="mailto:crevere@azdot.gov">crevere@azdot.gov</a>
<b>WilburSmith Assoc.</b>				
Dale Miller	WilburSmith Assoc.	Project Manager	480.477.8652	<a href="mailto:DEMiller@WilburSmith.com">DEMiller@WilburSmith.com</a>
Randal Overmyer	WilburSmith Assoc.	Senior Transportation Planner	480.223.4435	<a href="mailto:ROvermyer@WilburSmith.com">ROvermyer@WilburSmith.com</a>
Miguel Aceves	WilburSmith Assoc.	Transportation Engineer	480.233.4433	<a href="mailto:MAceves@WilburSmith.com">MAceves@WilburSmith.com</a>
<b>Public Involvement</b>				
Evelyn Urrea	Kaneen Advertising & Public Relations, Inc.	Community Outreach	520.885.9009	<a href="mailto:evelyn@kaneenpr.com">evelyn@kaneenpr.com</a>

### Study Staffing

The study team's structure, personnel, roles and communications protocols are identified in the organization chart shown on the next page.



The location of the base of operation for this study is WSA’s Arizona office located in Scottsdale. This office benefits from having the support of WSA staff nationwide. Location and contact information:

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## Appendix 1 – Public Involvement Plan

### CITY OF BISBEE COMPREHENSIVE TRANSPORTATION PLAN ARIZONA DEPARTMENT OF TRANSPORTATION

#### PUBLIC INVOLVEMENT PLAN TASK ASSIGNMENT MPD 34-10 SEPTEMBER 2010

#### INTRODUCTION

The City of Bisbee's current General Plan calls for the creation of a Comprehensive Transportation Master Plan. This general plan is to include and address all streets, bridges, sidewalks, public stairs, shared-use pathways, transit, public parking, airport, and transportation-related drainage facilities. The principle product of the study will be a final report that contains a plan for recommended improvements over the next five, ten, and twenty-year periods. The final report will also include all supporting data and a complete summary of the public participation program. This is an Arizona Department of Transportation (ADOT) Planning Assistance for Rural Areas (PARA) study.

#### PURPOSE

This Public Involvement Plan (PIP) is designed to support and contribute to sustainable long-range planning by ADOT for improvements to the transportation situation in the City of Bisbee and contains elements that would be useful during the study phase of the project expected to take approximately 18 months beginning in August 2010. Both the public and decision makers need to fully understand the problems, opportunities and available options to finding acceptable solutions. Effective public participation facilitates understanding and improves decisions by bringing all issues and perspectives to the table.

The purpose of the PIP is to:

- Clarify specific public involvement objectives for the project
- Establish a process for communicating with and obtaining input from project stakeholders
- Ensure a clear understanding of the level of public influence and public involvement goals and tools
- Identify the appropriate communication tools and techniques that will be used in this process

#### GOALS AND OBJECTIVES

One of the main goals of the City of Bisbee Comprehensive Transportation Plan public involvement process will be to seek general public, stakeholder and agency suggestions and agreement for long-range improvement concepts for the City of Bisbee.

The objectives of the public involvement process will be to:

- Inform and involve project stakeholders so they become active in the decision-making process utilizing individual interviews, public meetings and other methods of communication
- Assist in developing project materials that provide information and feedback opportunity for the public
- Schedule public meetings, develop meeting materials, summarize meeting minutes, and document feedback from the public
- Keep stakeholders engaged by reporting back on how their input influences project decisions
- Document the outreach process in a Public Involvement Summary report at the end of the project

## APPROACH

The intent of public participation is to provide information about this project to the stakeholders of the City of Bisbee and to gather information from them regarding issues, problems and opportunities. The approach will be adapted to reach various groups of stakeholders. Each of these groups has distinct issues, concerns and needs. The intent is to ensure that each group's priorities are addressed:

- Elected officials and key local leaders
- Local residents and business owners
- Regional travelers and highway users
- Agency staff from the City of Bisbee and Cochise County, area law enforcement and public safety agencies
- Representatives of special-interest groups, i.e. Chambers of Commerce, Rotary and Kiwanis Clubs, Parks & Recreation and Tourism departments, Economic Development department, area schools and community college, and other citizen groups as identified

## TASKS

- Public Involvement Plan, Kickoff Meeting and Project Management:

Team members assigned to this project will meet for the project kickoff and discuss and agree on a scope of work and approach to public involvement. In addition to the kickoff meeting, four additional Technical Advisory Committee (TAC) meetings will be held to discuss and share project information, public concerns, develop or modify public outreach strategies, and review progress. This task involves ongoing contact with the ADOT project manager and Communication and Community Partnerships (CCP) public information officer for contract and budget management and coordination of assignments as needed. Kaneen will attend the initial kickoff meeting and possibly two additional TAC meetings directly before the two scheduled public meetings.

- Identify Stakeholders and Communication with Public:

Kaneen will work together with CCP to assist the team in identifying "stakeholders" whom we define as people and organizations that represent the general public in some way. They may include elected officials, community, business and public safety leaders and representatives of special-interest groups. Community outreach will be conducted in various ways including press releases, public meetings and other methods as needed. A comprehensive list of contact information for communication will be continuously developed throughout the project. The team

may schedule individual stakeholder meetings when specific project information needs to be discussed and are typically scheduled on an as-needed basis. These small group meetings often serve as a goodwill gesture and an opportunity for vital stakeholders to learn about project impacts and establish a strong relationship with ADOT representatives. All stakeholders will also be invited to the public meetings to ensure that their input is solicited and evaluated. Any media releases, features, and interview requests will be coordinated by ADOT CCP.

- **Public Meetings:**

Two public meetings will be scheduled over the duration of this project. Currently these meetings are planned for May and September of 2011. Kaneen Advertising and Public Relations will arrange for reserving facilities, creating and printing a postcard notice to be distributed by City of Bisbee personnel to various frequented venues in Bisbee, and will provide meeting materials to currently include sign-in sheets and name tags as needed. Electronic notification by email may be used to announce meetings and events if deemed appropriate. Kaneen will be responsible for taking minutes and preparing and distributing a Public meeting Summary report to the project team electronically within ten days of the conclusion of each meeting. All notification and/or advertising for the meeting will be coordinated through and by the direction of ADOT-CCP.

Kaneen will be responsible for the collection and documentation of comments received at all public meetings or other means of communication. This may be by questionnaire or open-ended comment form that the public will fill out at the public meetings. Comments will be directed to the team and ADOT for review and the public involvement team will be responsible for composing the appropriate response letters to the respective agency representatives and members of the public. A final report outlining the public involvement activities associated with the project will be prepared and will include copies of all notices, contacts made, stakeholder interview notes (conducted and provided by the technical team), comment forms and/or questionnaires. This report will be provided electronically to the ADOT project manager and WilburSmith Associates for inclusion in the final report.

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WilburSmith  
ASSOCIATES



