



Planning Assistance for Rural Arizona

2009 Sahuarita Transportation Study

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Contract # T08-49-U0001

Project Work Plan

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Prepared for:

ARIZONA DEPARTMENT OF TRANSPORTATION
TOWN OF SAHUARITA

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2009 SAHUARITA TRANSPORTATION STUDY

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A. INTRODUCTION

Study Purpose

The principal purpose of the Town of Sahuarita Area Transportation Study is to update the 1999 Town of Sahuarita Small Area Transportation Study. The study will result in a Major Streets and Routes Plan that the Town can use to address the growing demands of development on the Town's roads and streets. The study will result in a plan of improvements for 5 (short-range), 10 (mid-range), and 30-year (long-range) transportation planning horizons. The recommendations will be multimodal considering roadways, non-motorized transportation modes (bicycles and pedestrians), and transit components.

Study Objectives

Objectives of the 2009 Town of Sahuarita Area Transportation Study are:

- Document current and future conditions relating to multimodal access and mobility throughout the Town of Sahuarita planning area
- Identify mobility and access needs and deficiencies.
- Recommend a program of improvements. The program will be organized into near-range (5 years), mid-range (10 years), and long-range improvements (30 years). For analysis purposes, these will be considered to coincide with the years 2015, 2020, and 2040.
- Develop a Major Streets and Routes Plan that will provide the Town with a guidance document which they will be able to use to improve land use and transportation plans.
- Identify funding opportunities for implementation of the short-range, mid-range, and long-range improvements.

Kimley-Horn will complete tasks 1 through 6, as described in Section C – Work Tasks. By completing these six tasks our team will develop three working papers, a final report, and executive summary.

Working Paper No. 1 – Current and Future Conditions

- Description of existing conditions for roadways, non-motorized transportation modes, and transit within the study area.
- Forecast of future travel conditions and infrastructure deficiencies of roadway and non-motorized transportation modes for near-term, mid-term, and long-term planning horizons.
- Identification of needs and deficiencies for mobility and access for future conditions.

Working Paper No. 2 – Evaluation Criteria and Plan for Improvements

- Multimodal projects that address needs and deficiencies for near-range (5 years), mid-range (10 years), and long-range (30 years) planning horizons.
- Project evaluation and prioritization criteria

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Working Paper No. 3 – Implementation Plan

- Prioritized projects based on evaluation criteria, need, and available finances.
- Implementation strategies for 5, 10, and 30-year planning horizons. Implementation strategies will include projects to be exacted from developers, identification of potential improvement district boundaries based on project benefit, and potential funding alternatives.

Draft and Final Report and Executive Summary

- Findings and recommendations summarized into a Final Report and Executive Summary.

Public Involvement Summary Report No. 1 and No. 2

- Summarize public input received at a series of public involvement and stakeholder meetings to identify issues, present improvements and obtain input.

Study Area

The study area will encompass the area as illustrated in **Figure 1**.

Technical Advisory Committee

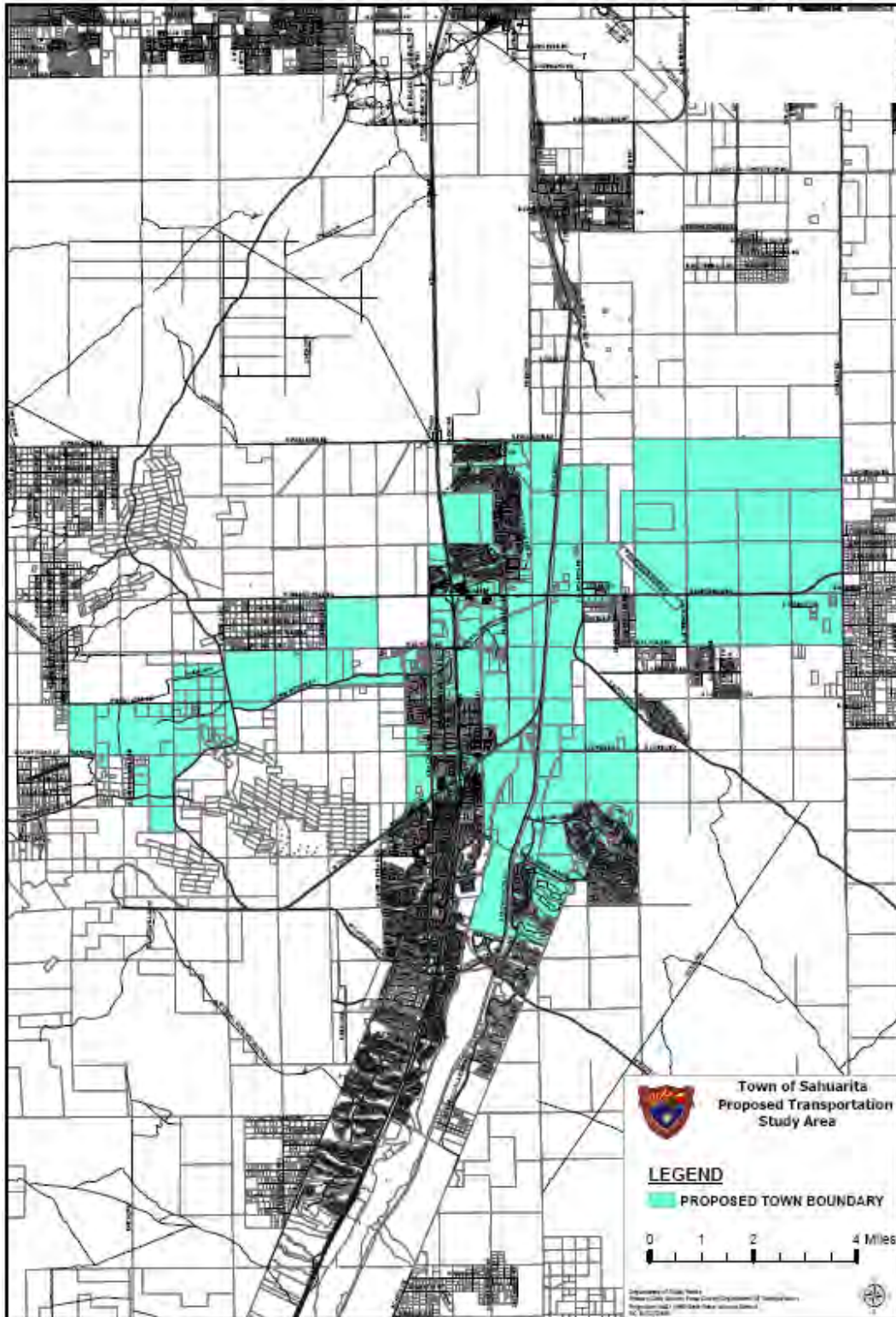
A Technical Advisory Committee (TAC) will be established to participate in the study process. TAC members will be selected in coordination with the ADOT Project Manager. It is anticipated that the following agencies will be represented on the TAC:

- Town of Sahuarita
- Pima Association of Governments
- Pima County
- ADOT Multimodal Planning Division
- ADOT Multimodal Planning Division, Transit
- ADOT Tucson District, Traffic Engineering
- ADOT Communications and Community Partnerships
- Arizona State Land Department

Technical Advisory Committee Meetings will be held at key milestones and/or decision points during the study. The purpose of the meetings will be to communicate study progress, provide opportunities for discussion, and present study documents (Scope of Work, Working Papers, Summary Reports, and Final Reports) for review and comment. Milestone points are which TAC meetings will be held are identified in the project schedule and the work task descriptions.

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Figure 1 – Study Area



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B. PUBLIC INVOLVEMENT

The Public Involvement Plan is designed to fulfill the promise of “inform” on the International Association for Public Participation (IAP2) Spectrum of Public Participation: to provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solution. The plan utilizes two open houses and contact with key stakeholders and governmental representatives, and outlines consultant, consortium and Arizona Department of Transportation (ADOT) responsibilities.

Public Open House Meetings

Purpose

Two open houses will be held during the course of the project. The meetings will provide information and gather comments from the public. The first meeting will present information on the study progress to date, information on current and future conditions, next steps and project schedule. The second meeting will present the evaluation criteria and Implementation Plan.

Implementation

The project team will determine the open house dates, times and set-up designed to help ensure accessibility and ease for public participation. It is anticipated that the open houses will be held as outlined below. The project team will coordinate with the Technical Advisory Committee (TAC) throughout the meeting planning process.

Event	Timeframe	Purpose	Location
Round 1 Open House	April 2009	Present information on study progress; gather comments from the public; collect information on current and future conditions; present next steps and project schedule.	Town of Sahuarita Town Hall
Round 2 Open House	October 2009	Present evaluation criteria; present implementation plan; gather comments from the public.	Town of Sahuarita Town Hall

The meetings will be publicized in the April and October newsletters for Town of Sahuarita newsletter – which reaches each resident – in addition to news releases distributed to area media, including the Arizona Daily Star, Tucson Citizen, Green Valley News, Sahuarita Sun and Tucson-area television and radio networks. Project and meeting information will be posted on the project Web site, which will be established by the ADOT Multimodal Planning Division. Prior to the meetings, a letter will be distributed to Town, County and State government

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officials as a courtesy to inform them of the public meeting in case they receive constituent phone calls.

Directional and A-frame signage will direct the public to the meeting room. Sign-in sheets will be provided to record attendance, and nametags will help to identify the project team. People who attend the meeting will be asked to fill out comment forms. A summary of the comments received will be created, and included in the Public Involvement Summary Report.

Contact and Government/Stakeholder Outreach

Purpose

Maintaining contact with stakeholders and governmental contacts will allow the project team to address the concerns of the public during the project and will help foster understanding for the final outcome.

Implementation

The project team will identify key stakeholders (such as large-landowners and developers) and governmental agencies. The team will compile a contact list using stakeholder and mailing lists from coordinating agencies, and will maintain and update the contact list as necessary. Contact with stakeholders will occur through attendance at TAC meetings, phone calls and one-on-one or small group meetings, if needed.

Responsibilities

Kimley-Horn and Associates, Inc. will be responsible for participating as a member of the study team in developing materials used in public involvement activities, and providing the technical information needed to produce materials.

Gordley Design Group will be responsible for producing materials, including notification, handouts and questionnaires, scheduling and contracting for public meetings and documenting the public involvement process in a Summary Report. The report will include any notification and news releases distributed prior to the meetings, mailing list, handouts, comments received at each meeting and associated responses to each comment.

ADOT will be responsible for participating as a member of the study team in developing all materials used in the public involvement activities, coordinating with the study team regarding all aspects of the public involvement process, providing technical input and administrative guidance as needed to the team, reviewing all materials promptly with regard to production schedules, preparing and distributing news releases and providing response to written comments.

Summary

The public participation process aims to build relationships, be responsive to the public and facilitate the flow of information between the public and the project team. The public

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involvement plan is a living document, and adjustments may be required to address issues that arise. After the first public open house meeting, time will be allocated to review the plan and make modifications as needed.

C. WORK TASKS

Kimley-Horn and Associates will complete tasks 1 through 6 as outlined below.

Task 1: Project Management / Work Plan

Objective

The objective of Task 1 is to prepare and present the Work Plan to the TAC for review and comment. The Work Plan will include a detailed description of work tasks and associated products, schedule, detailed study area map, and a project management framework to ensure that the objectives of ADOT and the Technical Advisory Committee are achieved.

Task 1 also project management and project coordination activities. Our project management and project coordination approach includes monthly conferences / teleconferences with the ADOT project manager, and monthly progress report/reporting.

Work Tasks

- Schedule, prepare for, and attend a kick-off meeting with the ADOT project manager to discuss the Work plan and Public Involvement Plan. The Kimley-Horn team will prepare a meeting summary.
- Address ADOT comments to the Work Plan made at the kick-off meeting. Submit a revised Work Plan to the ADOT project manager for review and approval for distribution to the TAC.
- Schedule, prepare for, and attend the first TAC meeting. The Kimley-Horn team will prepare a meeting summary.
- Address TAC comments made at the first TAC meeting and prepare the final Work Plan and submit the final Work Plan to the ADOT project manager for posting on the ADOT website.
- Prepare monthly invoices and progress reports.

Deliverables

- Work Plan (Study Area Boundary, Scope of Work Staffing Resources, and Project Schedule, Public Involvement Plan)
- TAC Meeting No. 1 agenda, presentation materials, and meeting summary.

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The objective of Task 2 is to compile available data and information on existing and future conditions in the study area necessary to identify needs and deficiencies. This process will involve various data collection techniques, including interviews and group meetings, as appropriate, with stakeholders. This task is separated into two subtasks: Inventory of Current Conditions, and Forecast of Future Conditions.

A key element of Task 2 includes travel demand modeling. Future conditions and needs on the existing roadway system will be analyzed by modeling travel demand for the 2040 future land use condition. The PAG 2040 Travel Demand Model will serve as the base future model. Adjustments and updates to model parameters, including traffic analysis zone structure, roadway network, and population/employment data will be made as appropriate. Performance statistics, such as vehicle miles traveled over cut-lines, vehicle-hours delay, and volume to capacity ratio will be analyzed. Levels of service will then be estimated for roadways in the 2040 roadway network. Deficiencies will be identified from the level of service analysis.

We anticipate that the findings of Task 2 will be presented to the public. Details of public involvement activities, including timeframe and location, will be developed in coordination with the assigned public involvement consortium.

A. Inventory of Current Conditions*Work Tasks*

- Conduct data collection effort summarized in **Table 1** and document existing roadway, non-motorized transportation, and transit infrastructure and services.
- Obtain and review recently completed and on-going transportation studies, and other relevant programming, planning and design documents that have addressed transportation issues in the study area, including the 1999 Town of Sahuarita Small Area Transportation Study, recent traffic impact studies, and the PAG Southeast Arterial Study. Kimley-Horn will research and document progress / status of recommendations made of previously completed studies.
- Interview local jurisdictions and stakeholders to discuss existing deficiencies and ongoing projects.
- Conduct a field review of the road system to further identify transportation-related deficiencies.
- Summarize existing traffic conditions and deficiencies, e.g. existing levels of service, high crash locations.
- Summarize existing non-motorized conditions and deficiencies.
- Review the results of the existing conditions assessment with the Town and ADOT project managers.
- Prepare the sections of Working Paper No. 1 relating to existing conditions.

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- Schedule, prepare for, and attend the second TAC meeting. The Kimley-Horn team will prepare a meeting summary.

B. Forecast of Future Conditions and Deficiencies

The purpose of this subtask is to forecast future conditions, and identify infrastructure deficiencies for roadways, non-motorized transportation modes, and transit in the study area. Travel demand modeling will be a primary tool for the forecast of future needs and deficiencies. Population and employment data will be prepared for the year 2040 planning horizon. Roadway deficiencies within the study area will be identified as described in the table below.

Analysis Time- Period		Methodology to Identify Over-Capacity Roadways
5-years	2015	Stakeholder interviews, review of existing and committed projects, planned development, growth rate factorization of existing traffic volumes.
10-years	2020	Interpolation of existing (2008) and 2040 travel demand model run to year 2020.
30-years	2040	Analysis of year 2040 Travel Demand Model output

Work Tasks

Key task to determine future roadway deficiencies are:

- In consultation with ADOT and the Town, identify appropriate travel demand model.
- Review travel demand model parameters; Traffic Analysis Zone (TAZ) structure, roadway network, population and employment data. Expand the travel demand model to include the entire Sahuarita study area. Modify existing or develop new traffic analysis zones as appropriate. Modify model network to include existing and committed infrastructure. Committed projects are defined as those included in PAG Long Range Transportation Plan, ADOT Five-Year Construction Plan, projects planned for construction by the Town, or projects that may be completed in conjunction with large master planned communities.
- Prepare population and employment data for year 2040 planning horizon. Input 2040 data into travel demand model. Perform 2040 Base Condition model run. Produce mapping with year 2040 Base Condition model output.
- Identify deficiencies for 2040 based on future 2040 Base Condition Model run.
- Identify deficiencies for 2020 based on interpolation of existing traffic volumes and 2040 travel demand model output.

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- Identify deficiencies for 2015 based on analysis of existing traffic volumes, and 2015 traffic volumes developed based on growth rate factorization.
- Identify improvements required to meet identified needs and deficiencies for 2015, 2020, and 2040. Transportation deficiencies in the study area will be determined based on:
 - Ability of roadway network to meet future travel demand
 - Identification of high crash locations
 - Identification of other deficiencies as determined in the analysis of existing conditions and input from the project manager, TAC, and stakeholders
 - Ability to accommodate multimodal alternatives
- Identify potential projects to satisfy identified needs and deficiencies. Update travel demand model network to include 2040 improvements. Perform 2040 Improvements model run. Update model documentation.
- Prepare the sections of Working Paper No. 1 relating to future conditions. A draft version of Working Paper No. 1 will be prepared to summarize the results of this task. It will be distributed to the project manager and TAC for review and comment.
- Schedule, prepare for, and attend the third TAC meeting. The Kimley-Horn team will prepare a meeting summary.

The Kimley-Horn team will prepare a separate Transit Element that discusses the vision and goals for transit service. The Transit Element will document existing transit services, opportunities and constraints, general level of transit demand, and population thresholds for implementing varying levels of transit service in the future. In addition, we will evaluate the needs of transit-dependent individuals based on the analysis of Environmental Justice population subgroups which we will also conduct.

Key tasks to prepare transit element are:

- Document existing transit services. Interview social service and private agency transit providers, and determine needs and deficiencies.
- Identify general level of transit demand (based primarily on previous work efforts).
- Determine population thresholds for implementing varying levels of transit service.
- In addition, we will evaluate the needs of transit-dependent individuals based on the analysis of Environmental Justice population subgroups conducted by Kimley-Horn.

Deliverables

- Working Paper No. 1: Current and Future Conditions
- TAC Meeting No. 2 agenda, presentation materials, and meeting summary.
- TAC Meeting No. 3 agenda, presentation materials, and meeting summary.

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Table 1 – Summary of Existing and Future Conditions Data Collection

Type of Data	Source	Comment
Current land use patterns	<ul style="list-style-type: none"> ▪ Town of Sahuarita Planning and Zoning ▪ General Land Use Plan ▪ Aerial mapping 	Current land uses will be mapped on a GIS database. Land uses will be updated from those contained in the 1999 Town of Sahuarita, Small Area Transportation Study.
Future land use patterns	<ul style="list-style-type: none"> ▪ Town of Sahuarita Planning and Zoning 	Location and type, and size of planned developments will be obtained.
Travel data (traffic counts, travel data, traffic circulation patterns)	<ul style="list-style-type: none"> ▪ Kimley-Horn, PAG, Santa Cruz County, Town of Sahuarita, and ADOT 	Current daily and peak-hour traffic volume counts will be taken at locations to be determined during project scoping. Recent traffic counts taken as part of the I-19 Frontage Road study and recently completed traffic impact analyses will be used in this study.
Travel Demand Model	<ul style="list-style-type: none"> ▪ Pima Association of Governments, 2040 Travel Demand Mode (prepared for Long Range Plan Update) 	
Functional classifications of the roadways	<ul style="list-style-type: none"> ▪ Town of Sahuarita, Pima County, ADOT 	Existing functional classifications will be reviewed
Access Management	<ul style="list-style-type: none"> ▪ Visual Inspection, review of aerial mapping data, windshield surveys 	Relative level of access management, density of access, presence or absence of medians
Road and street conditions, including drainage conditions.	<ul style="list-style-type: none"> ▪ Town of Sahuarita visual inspection, review of aerial, GIS data 	<p>A field review will be conducted of streets (specific streets to be determined during project scoping).</p> <p>Roadway conditions including laneage, shoulders, existing surface type, right-of-way, speed limits, intersection traffic control, and drainage conditions.</p> <p>Kimley-Horn will discuss roadway issues with the TAC to identify areas of concern within the study area, specifically those roadway segments that consistently experience adverse weather conditions, maintenance issues, accessibility, and safety issues.</p>
Demographic and socioeconomic data	<ul style="list-style-type: none"> ▪ Census data, Arizona Department of Economic Security data ▪ Pima Association of Governments 	<p>A description of existing and future development will be achieved by creating thematic maps using available census tract data.</p> <p>In addition, demographic and socioeconomic characteristics, as they relate to transit services, will be documented.</p>

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Table 1 – Summary of Existing and Future Conditions Data Collection (continued)

Transit inventory	<ul style="list-style-type: none"> ▪ Pima Association of Governments, ADOT, Sun Tran 	<p>Data on private and social service providers will be assembled.</p> <p>These data will include an inventory and evaluation of current demand, levels of service, transit providers, ridership, and employment centers.</p> <p>Multimodal transportation currently used will be summarized.</p>
Crash history (three years of crash records)	<ul style="list-style-type: none"> ▪ ADOT Accident Location Identification and Surveillance System (ALISS) ▪ Town of Sahuarita Police Department 	<p>Crash data for study area will be analyzed for a three-year period to determine high accident locations, and accident characteristics such as day versus night accidents, severity, and accident type.</p>
Current levels of service	<ul style="list-style-type: none"> ▪ Kimley-Horn analysis of travel demand model for current conditions 	<p>Traffic operations for existing conditions will be determined from existing traffic volumes and roadway characteristics. Level of service will be documented for roadway segments and major intersections based on planning thresholds.</p>
Non-Motorized transportation	<ul style="list-style-type: none"> ▪ PAG Bicycle Map 	<p>Information of bicycle routes and roadway segments with and without sidewalks on major arterials in the region will be identified.</p>
Other	<ul style="list-style-type: none"> ▪ Planning studies 	<p>Planning and design studies relating to the study area will be reviewed, such as the previous Small Area Transportation Study.</p>

Round One of Public Involvement

The objective of this task is to implement round one of the Public Involvement Plan and prepare Stakeholder Outreach Summary Report No. 1 which documents the processes used and outcomes of round one. The purpose of the first round open houses will be to present study information, existing and future conditions, next steps, project schedule, and receive public comments on the presented information.

Work Activities

- Compile mailing list with names for Round One open houses invites. The initial invitation list will be compiled in coordination with agencies that have recent or ongoing transportation studies that included public involvement.
- Coordinate with prospective open house location managers to identify available dates for open houses and finalize the open house dates in consultation with the ADOT project manager, ADOT Communication and Community Partnerships, and the TAC.

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- Prepare open house fact sheets, hand-out materials, mail-out notices, survey questionnaires, and presentation materials and submit to the ADOT project manager for review and approval for distribution.
- Distribute open house notice to Town of Sahuarita for distribution with Town newsletter.
- Distribute open house notice to local media outlets.
- Conduct open house.
- Provide relevant data and materials for inclusion in the Stakeholder Outreach Summary Report.
- Coordinate with the ADOT project manager to post project information and open house notices on the ADOT website.
- Prepare draft Stakeholder Outreach Summary Report No. 1. The Summary Report will document activities, materials, and public comment received during Round One.
- Submit the draft Stakeholder Outreach Summary Report No. 1 to the ADOT project manager for review and approval for distribution to the TAC.
- Address TAC comments and prepare the final Stakeholder Outreach Summary Report No. 1. Submit the final Stakeholder Outreach Summary Report No. 1 to the ADOT project manager for posting on the ADOT website.

Products

- Stakeholder Outreach Summary Report No. 1
- Open house fact sheets, hand-out materials, mail-out notices, survey questionnaires, and presentation materials

Task 3: Develop Evaluation Criteria and a Plan for Improvements

The objective of Task 3 is to develop specific projects that address the needs and deficiencies identified in Task 2. Projects will be developed for 5, 10, and 30-year planning horizons. Projects may be identified for categories as listed in **Table 2**. Project evaluation criteria will be developed. Projects will subsequently be prioritized in Task 4.

A primary outcome of Task 3 will be a Major Streets and Routes Plan for the Town. The Major Streets and Routes Plan will provide the Town with street classifications and the width of public rights-of-way, enabling the Town to better coordinate land use plans with transportation plans. The Town will be able to inform the public which streets are planned to serve as the main traffic carriers. By stipulating the required right of way of new roads and streets, new development can be located to as to accommodate future street improvements without significantly impacting buildings or parking areas.

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Table 2 – Project Categories

Category	Description
Roadway Improvements for mobility and access	Roadway improvements could include: <ul style="list-style-type: none"> ▪ New roadway alignments, extension of arterials and parkways such as those proposed in Southeast Arterial Study ▪ Improvements needed to mitigate traffic impacts of new development ▪ Widening existing streets ▪ Access management improvements ▪ Intersection improvements ▪ Traffic interchanges improvements / New interchanges along I-19 ▪ Possible corridor alternatives for the Sahuarita Corridor
Transit Mobility	Transit improvements could include: <ul style="list-style-type: none"> ▪ Expanded local bus service ▪ Intercity bus service (to Tucson)
Bicycle and Pedestrian Mobility	Bicycle and Pedestrian improvements could include: <ul style="list-style-type: none"> ▪ Shoulder improvements ▪ Bicycle lanes ▪ Pedestrian crossings over I-19 and major roadways
Safety	Safety improvements could include: <ul style="list-style-type: none"> ▪ Intersection improvements ▪ Turning lanes ▪ Access management

Work Tasks

- Recommend and define specific projects that address the identified needs and deficiencies for 5, 10, and 30-year planning horizons.
- Prepare project evaluation and prioritization criteria. Projects will be prioritized in the Implementation Plan in Task 4.
- Address environmental justice concerns based on the analysis of Title VI population groups conducted in the existing conditions analysis. Kimley-Horn will assess projects with respect to how the projects affect Title VI population groups (e.g., minority populations) and whether they place a disproportionate burden on these population groups. Recommend mitigation measures, if needed.
- Prepare planning level cost estimates.

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- Prepare draft Working Paper No. 2. Submit the draft Working Paper No. 2 to the ADOT project manager for review and approval for distribution to the TAC.
- Schedule, prepare for, and attend the fourth TAC meeting to present Working Paper No. 2. The Kimley-Horn team will prepare a meeting summary.
- Address TAC comments and prepare the final Working Paper No. 2 and submit the final Working Paper No. 2 to the ADOT project manager for posting on the ADOT website.

Deliverables

- Working Paper No. 2 – Evaluation Criteria and Plan for Improvements
- TAC meeting 4 agenda, presentation materials, and meeting summary

Task 4: Implementation Plan

The focus of this task is to prioritize projects identified in Working Paper No. 3, and to document implementation strategies into an implementation plan. The projects identified in Working Paper No. 3 will be prioritized based on need and available finances.

The implementation strategies will identify primary responsibility for project development, funding and cofunding opportunities, and steps to successful project implementation. Projects that should be constructed in coordination with new development will be identified, as well as those that may be constructed by the Town as part of a construction improvement program. In addition, this task will review potential new funding sources, including establishment of improvement districts to fund roadway projects. If considered feasible, improvement district boundaries will be developed for the respective improvement projects. Other potential funding sources will also be identified.

The implementation plan may also include a simple graphical approach that identifies how project phases (planning, design, and construction) can be phased over a reasonable timeline.

Work Tasks

- Develop project evaluation and prioritization criteria. Criteria may include improved level of service, cost, and available funding. Prepare an evaluation matrix to rank the proposed projects.
- Based on the project prioritization and project complexity, categorize projects into 5-year, 10-year, or 30-year projects.
- Identify current funding sources used by the Town of Sahuarita, including HURF, general funds, local or countywide sales taxes, and impact fees. Quantify the revenues generated by each of the current sources for at least the five previous years.
- Identify, describe, and quantify potential improvement districts to fund transportation improvements. Estimate the revenue potential from the improvement districts and describe the ease/difficulty of implementation and administration.

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- Prepare a scenario assuming improvement districts will fund the local roadway deficiencies, within the context and constraints of current legislation (See ARS §48-501 and ARS §48-901).
- Address new revenue sources that may be acceptable to the jurisdiction. Examples include local option fuel taxes, transportation sales taxes (general), and sales tax on motor fuel sales. Create a list of up to 5 new revenue sources and estimate their revenue potential and ease of implementation and administration.
- Prepare draft Working Paper No. 3. Submit the draft Working Paper No. 3 to the ADOT project manager for review and approval for distribution to the TAC.
- Schedule, prepare for, and attend the fifth TAC meeting to present Working Paper No. 3. The Kimley-Horn team will prepare a meeting summary.
- Address TAC comments and prepare the final Working Paper No. 3 and submit the final Working Paper No. 3 to the ADOT project manager for posting on the ADOT website.

Deliverables

- Working Paper 3 – Implementation Plan
- TAC meeting 5 agenda, presentation materials, and meeting summary

Round Two of Public Involvement

Objective

The objective of this task is to implement round two of the Public Involvement Plan and prepare Stakeholder Outreach Summary Report No. 2 which documents the processes used and outcomes of round two. The purpose of the second round open houses will be to present the draft implementation plan, and to receive public input on the presented information.

Work Activities

- Update the mailing list with names from Round One open houses invites and other stakeholders that have been identified during the course of the study.
- Coordinate with prospective open house location manager to identify available dates for open houses and finalize the open house dates in consultation with the ADOT project manager, ADOT Communication and Community Partnerships, and the TAC.
- Prepare open house fact sheets, hand-out materials, mail-out notices, survey questionnaires, and presentation materials and submit to the ADOT project manager for review and approval for distribution.
- Distribute open house notice to Town of Sahuarita for distribution with Town newsletter.
- Distribute open house notice to local media outlets.
- Conduct open house.

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- Provide relevant data and materials for inclusion in the Stakeholder Outreach Summary Report.
- Coordinate with the ADOT project manager to post project information and open house notices on the ADOT website.
- Prepare draft Stakeholder Outreach Summary Report No. 2. The Summary Report will document activities, materials, and public comment received during Round Two.
- Submit the draft Stakeholder Outreach Summary Report No. 2 to the ADOT project manager for review and approval for distribution to the TAC.
- Address TAC comments and prepare the final Stakeholder Outreach Summary Report No. 2. Submit the final Stakeholder Outreach Summary Report No. 2 to the ADOT project manager for posting on the ADOT website.

Products

- Stakeholder Outreach Summary Report No. 2
- Open house fact sheets, hand-out materials, mail-out notices, survey questionnaires, and presentation materials

Task 5: Draft Final Report

The objective of this task is to compile the data and findings from the working papers, and summary reports prepared in previous tasks into a Draft Final Report.

Work Tasks

- Prepare a draft Final Report outline which contains a compilation of data from all working papers and input received from the stakeholders and the public.
- Prepare draft Final Report in conformance with the approved outline.
- Submit the draft Final Report to the ADOT project manager for review and approval for distribution to the TAC.
- Schedule, prepare for, and attend the sixth TAC meeting at which the draft Final Report will be presented. The Kimley-Horn team will prepare a meeting summary.

Deliverable

- Draft Final Report

Task 6: Final Report and Executive Summary

The objective of this task is to compile the data and findings from the working papers, and summary reports prepared in previous tasks into a Final Report and Executive Summary.

2009 SAHUARITA TRANSPORTATION STUDY
WORK PLAN

Work Tasks

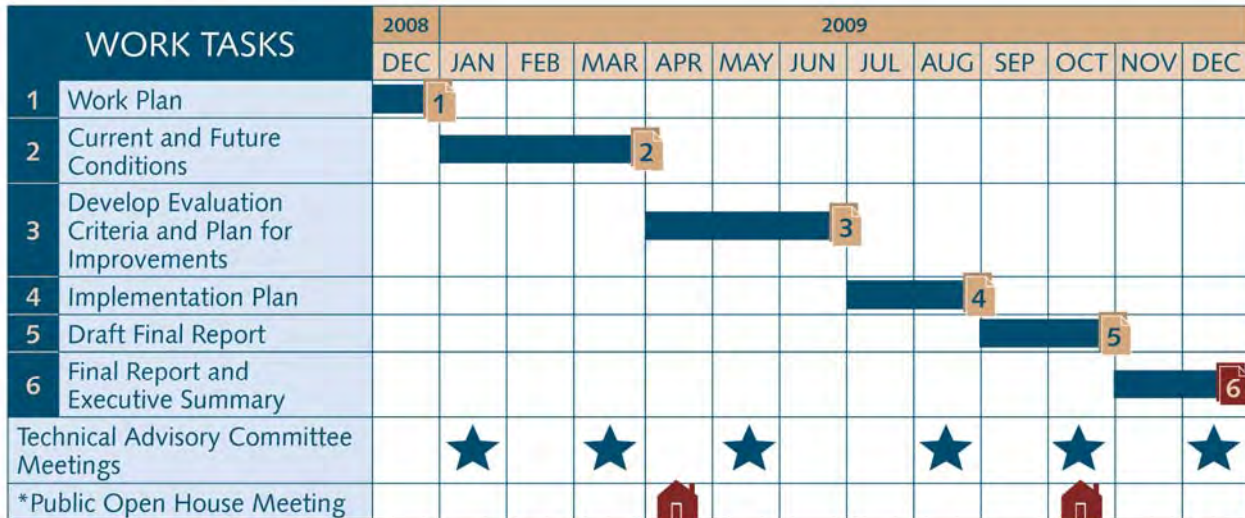
- Compile comments received on the draft Final Report, prepare a comment resolution summary, and attend a comment resolution meeting with the Town and ADOT project manager.
- Address each comment in the preparation of the Final Report.
- Prepare draft Executive Summary that provides the most relevant information from the Final Report
- Submit a draft Executive Summary for review and Comment.
- Make revisions to the Executive Summary based on review comments and finalize the Executive Summary.
- Produce and submit:
 - To each member of the TAC, one CD copy and one hard copy of the Final Report and Executive Summary. The CD will contain the travel demand model, all working papers, the Final Report, and Executive Summary,
 - To the Town of Sahuarita, 10 CD copies and 20 hard copies of the Final Report and Executive Summary. The CD will contain the travel demand model, all working papers, the Final Report, and Executive Summary
 - To the ADOT Project Manger, 2 CD copies and 5 hard copies of the Final Report and Executive Summary. The CD will contain the travel demand model, all working papers, the Final Report, and Executive Summary.

Deliverables

- Final Report
- Final Executive Summary
- CD containing the Travel Demand Model, Working Papers, Final Report, and the Executive Summary

2009 SAHUARITA TRANSPORTATION STUDY
WORK PLAN

D. STUDY SCHEDULE



- DELIVERABLES**
1. Project Work Plan
 2. Working Paper No. 1 — Current and Future Conditions
 3. Working Paper No. 2 — Evaluation Criteria and a Plan for Improvements
 4. Working Paper No. 3 — Implementation Plan
 5. Draft Final Report
 6. Final Report and Executive Summary

D. MILESTONE SUBMITTALS

Invoices will be submitted following submission and approval of the following deliverables:

- Project Work Plan
- Draft Working Paper No. 1 – Current and Future Conditions
- Completion of Round 1 Public Involvement Activities
- Final Working Paper No. 1 – Current and Future Conditions
- Completion of Round One Public Involvement Activities
- Draft Working Paper No. 2 – Evaluation Criteria and Plan for Improvements
- Final Working Paper No. 2 – Evaluation Criteria and Plan for Improvements
- Draft Working Paper No. 3 – Implementation Plan
- Completion of Round Two Public Involvement Activities
- Final Working Paper No. 3 – Implementation Plan
- Draft Final Report and Executive Summary
- Final Report and Executive Summary