



Wellton Transportation Long-Range Plan PARA Study

ADOT MPD Task Assignment 30-10
PGTD 0480
Contract # T08-49-U0001

FINAL Work Plan

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Prepared for:
ARIZONA DEPARTMENT OF TRANSPORTATION
TOWN OF WELLTON

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1. INTRODUCTION

1.1 Study Purpose

The principal purpose of the Wellton Transportation Long-Range Plan PARA Study is to develop a long-range multimodal transportation plan for a 44-square-mile planning area in the vicinity of the Town of Wellton. This Wellton PARA Study is being conducted as part of the Arizona Department of Transportation (ADOT) Planning Assistance for Rural Areas (PARA) program. The study will result in a plan of improvements for near-term, mid-term, and long-term transportation planning horizons. The recommendations will be multimodal, considering roadways, non-motorized transportation modes (bicycles and pedestrians), and transit components.

1.2 Study Objectives

Objectives of the Wellton PARA Study are:

- Collect and analyze available traffic volume data, crash information, and existing roadway, non-motorized transportation, and transit infrastructure and services in order to document existing deficiencies.
- Develop a travel demand TransCAD model for the Wellton area using available population and employment information and the current street system.
- Use the TransCAD model to project future travel demand for the years 2015, 2020, 2030, and build-out.
- Evaluate the performance of the transportation network for each of the horizon years and document the future deficiencies.
- Develop a set of multimodal potential improvements to address the existing and future deficiencies as well as any special topics identified by the project stakeholders.
- Coordinate with ADOT to identify new and upgraded interchanges and grade-separated crossing on I-8.
- Collaborate with the Union Pacific Railroad and ADOT to identify future railroad grade separation needs and pursue future passenger rail service.
- Provide implementation recommendations.
- Formulate infrastructure development policies and guidelines that facilitate public-private partnerships.
- Explore creative financing opportunities to fund recommended improvements.
- Document the results of the study process and the recommendations in a ‘reader-friendly’ report and executive summary.

1.3 Study Area

The study area for the Wellton PARA Study encompasses the area bounded by County 10th Street, Avenue 20E, County 14th Street, and Avenue 31E, as shown in **Figure 1**.

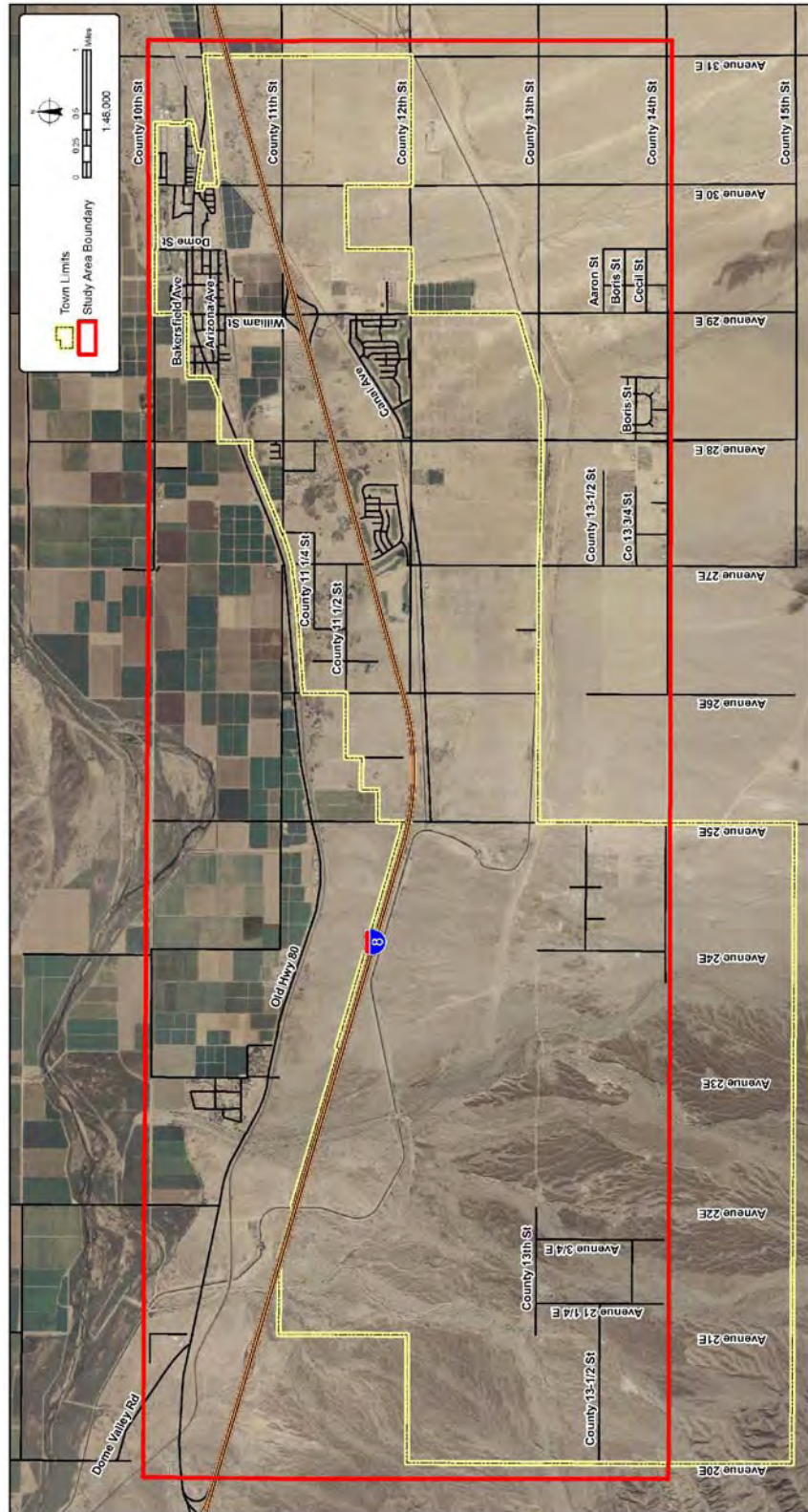


Figure 1: Study Area Map

1.4 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:

- ADOT Multimodal Planning Division
- ADOT Communication and Community Partnerships
- ADOT Yuma District
- Town of Wellton
- Yuma County
- Yuma Metropolitan Planning Organization (YMPO)

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 (Work Plan, Working Papers, Summary Reports, and Final Report) for review and comment. Milestone points at which TAC meetings will be held are identified in the project schedule and the work task descriptions.

2. PUBLIC INVOLVEMENT PLAN

2.1 *Project Description*

The Arizona Department of Transportation Multimodal (ADOT) Planning Division (MPD) and Communication and Community Partnerships Division (CCP) are collaboratively working with the Town of Wellton to conduct a transportation study funded by the Planning Assistance for Rural Areas (PARA) program. The study will produce a long-range transportation master plan for the Wellton community and recommend multimodal transportation improvements for near-term, mid-term, and long-term planning horizons.

The plan is intended to meet the needs of the Town, have public and elected official support, match project cost with reasonable funding sources, and provide sound implementation priorities.

2.2 *Public Involvement Goal*

The goal of public involvement is to educate stakeholders and the public about the study, provide opportunities for community input, and create a process for building consent in support of the study recommendations.

2.3 *Public Meetings*

Two public meetings will be held at a location to be determined between 4 p.m. and 6 p.m. on dates to be determined. Tentatively, public meetings will be scheduled in October 2010 and February 2011.

2.3.1 *Notification*

Web site notifications will be posted two weeks prior to the public meetings on the ADOT, Town of Wellton, Yuma County, Yuma County Chamber of Commerce, Greater Yuma Economic Corporation, Yuma Sun, and other local entity Web sites.

Residential utility bill notifications will be developed in coordination with ADOT and the Town of Wellton and distributed in residential water bills the month prior to the public meetings. The Town of Wellton has approximately 800 homes and 2,000 residents. ADOT will provide the Town's billing department with 1/3 page black and white notifications to be included with the utility bills.

Publicity posters will be developed and distributed two weeks prior to each public meeting. These posters will be printed in color 12" x 18" poster paper. Attached to each poster will be a small notepad, with printed meeting details, in which interested parties can remove a piece of the notepad and take it with them as a reminder of the meeting. These posters will be delivered and displayed at the following local community locations:

- Wellton Town Hall
- Wellton Post Office

- Wellton Community Center/Senior Center
- Wellton Library
- Yuma County Public Works Department
- Local restaurants, service stations, and grocery stores
- Wellton RV Parks

Email Notifications will be distributed to a list of stakeholders developed in coordination with this study. These stakeholders will include but are not limited to Federal, regional, and local government agencies. Emails will be distributed through the ADOT Communication and Community Partnerships Division's representative, Michele Beggs.

RV Park Outreach will be conducted as the public meetings will fall within the winter visitor season. Notification posters will be distributed to RV park community centers and RV Park managers will be contacted and notified of the public meetings.

Earned Media opportunities will be available through the distribution of media releases. ADOT CCP will distribute three media releases during the study. The first will announce the study and its goals, the second will announce the first public meeting, and the third will announce the second public meeting. These media releases will be distributed to media contacts in and surrounding the Wellton area, including Yuma.

2.3.2 Format

Community members are encouraged to attend the public meetings and participate in shaping their transportation future. Each meeting will begin with opening remarks and introductions by the ADOT MPD Project Manager (PM) followed by a brief presentation given by the technical consultant team. At the conclusion of the presentation, guests will be asked to participate in a question and answer discussion led by ADOT CCP. All formal public meeting activities will be digitally recorded for accurate study documentation. Prior to and following the formal public meeting format, guests will be allowed to discuss study details one-on-one with project team members. Oral comments gathered during one-on-one discussions will not be included in the public meeting summaries.

2.3.3 Purpose

Public Meeting 1 is intended to present information and findings related to existing and future conditions, needs, and deficiencies for public input and review.

Public Meeting 2 is intended to present information and findings related to the plan for improvements for public input and review.

2.3.4 Public Meeting Summaries

Summaries of each public meeting will be produced to document meeting procedures and comments received from the public. Each summary will include a list of participating elected officials and study team members, a brief summary of the presentation given, a summary of

questions asked and answers provided, and a complete compilation of comments received from participants. Summaries will be prepared, reviewed, and finalized within two weeks of the date of the meetings for inclusion in the technical documents. Upon completion, the summaries will be posted on the ADOT MPD project Web site for public viewing.

2.3.5 Timeframe of Public Involvement Activities

A schedule, or timeframe, of public involvement activities is presented in **Table 1**.

Table 1. Timeframe of Public Involvement Activities

Public Involvement Activity	Timeframe	Tasks included in Activity
Public Involvement Plan (PIP)	May 2010	<ul style="list-style-type: none"> • Draft Public Involvement Plan for review by ADOT MPD PM, ADOT CCP, technical team, Town of Wellton, and Technical Advisory Committee (TAC). • Incorporate comments and finalize PIP. • Provide final PIP to ADOT MPD for inclusion on ADOT Web site.
Stakeholder List	May 2010	Develop list of stakeholders for review by ADOT MPD PM, ADOT CCP, technical team, Town of Wellton, and TAC.
Public Meeting 1 Publicity	September 2010	<ul style="list-style-type: none"> • Secure the meeting location. • Develop publicity posters to post at local community buildings throughout Wellton and surrounding areas. • Distribute reminder email notification to area distribution list and stakeholders. • Draft media release for distribution by ADOT CCP. • Post public meeting announcement on ADOT, Town, local media outlet, and local community Web sites. • Develop notification to be included in Town utility bills. • Contact RV parks and notify them of public meeting.
Public Meeting 1	October 2010	<ul style="list-style-type: none"> • Coordinate all logistics of the public meeting, including room setup, audio/visual equipment, and light refreshments (if needed). • Assist in preparing public meeting presentation, handouts, and displays. • Attend public meeting. • Greet and sign in participants. • Take notes and digitally record the public meeting. • Clean up meeting location and ensure the location is secured.
Public Meeting 1 Summary	November 2010	<ul style="list-style-type: none"> • Compile comments received at public meeting. • Draft Public Meeting Summary 1 for review by ADOT MPD PM, ADOT CCP, technical team, Town of Wellton, and TAC. • Incorporate comments and finalize Public Meeting Summary 1. • Provide Public Meeting Summary 1 to ADOT MPD for inclusion on ADOT Web site.

Table 1. Timeframe of Public Involvement Activities (continued)

Public Meeting 2 Publicity	December 2010 /January 2011	<ul style="list-style-type: none"> Secure the meeting location. Develop publicity posters to post at local community buildings throughout Wellton and surrounding areas. Distribute reminder email notification to area distribution list and stakeholders. Draft media release for distribution by ADOT CCP. Post public meeting announcement on ADOT, Town, local media outlet, and local community Web sites Develop notification to be included in Town utility bills. Contact RV parks and notify them of public meeting.
Public Meeting 2	February 2011	<ul style="list-style-type: none"> Coordinate all logistics of the public meeting, including room setup, audio/visual equipment, and light refreshments (if needed). Assist in preparing public meeting presentation, handouts, and displays. Attend public meeting. Greet and sign in participants. Take notes and digitally record the public meeting. Clean up meeting location and ensure the location is secured.
Public Meeting 2 Summary	February/March 2011	<ul style="list-style-type: none"> Compile comments received at public meeting. Draft Public Meeting Summary 2 for review by ADOT MPD PM, ADOT CCP, technical team, Town of Wellton, and TAC. Incorporate comments and finalize Public Meeting Summary 2. Provide Public Meeting Summary 2 to ADOT MPD for inclusion on ADOT Web site.

2.3.6 Stakeholders

A list of anticipated stakeholders is presented in **Table 2**.

Table 2. Stakeholders

Name	Organization	Title
Hayes, Melissa	ADEQ	Southwest Arizona Community Liaison
Patane, Paul	ADOT - Yuma District	District Engineer
Klee, Robert	Antelope Union High School	Superintendent
McLaren, Michael	Arizona Department of Public Safety	Sergeant
Anderson, George	Arizona Department of Public Safety	Sergeant
Marlatt, Marvin	Arizona Farm Bureau	President
Knowles, Bill	Arizona Game and Fish	Region IV
Beals, Linda	Arizona State Land Department	Right-of-Way Manager
Uriarte, Josefa	Arizona Western College - East Campus	
Lara, Angie	BLM - Colorado River District	Acting District Manager

Name	Organization	Title
McCloskey, Jennifer	Bureau of Reclamation	Yuma Area Office Manager
Curtis, Mike	Glen Curtis, Inc.	
Engel, Julie	Greater Yuma Economic Dev. Corp.	President/CEO
Chessum, James	Greater Yuma Port Authority	Administrator
Backs, Paula	Marine Corps Air Station	Community Planner
Luna, Alfredo	Mohawk Valley School District	Superintendent
Abiles, Pat	Southwest Gas	Yuma District Manager
Lombard, Cheryl	The Nature Conservancy	
Rivera, Mark	Town of Wellton	Fire Department
Titus, Keith	Town of Wellton	Police Department
Deermer, James	Town of Wellton	Mayor
Moser, Emma	Town of Wellton	Vice Mayor
Bejarano, Alejandro	Town of Wellton	Councilmember
McCollough, Cecilia	Town of Wellton	Councilmember
Milam, J. Keith	Town of Wellton	Councilmember
Richmond, Zoe	Union Pacific Railroad	Director of Public Affairs
Fountain, John	US Border Patrol	Coordinator
Johnson, Steve	US Border Patrol	Agent
Babiars, Brian	WACOG	Executive Director
Noel, Laura	Wellton Elementary School District	Superintendent
Grubaugh, Elston	Wellton-Mohawk Irrigation and Drainage District	General Manager
FitzGerald, Charlene	YMPO	Executive Director
Mellon, Doug	Yuma Area Agriculture Council	President
Melcher, Paul	Yuma County Community Development	Planning Director
Ogden, Ralph	Yuma County Sheriff's Office	Sheriff

3. PROJECT SCHEDULE

The project is anticipated to be completed within a 14-month timeframe. The project schedule is presented in **Figure 2**.

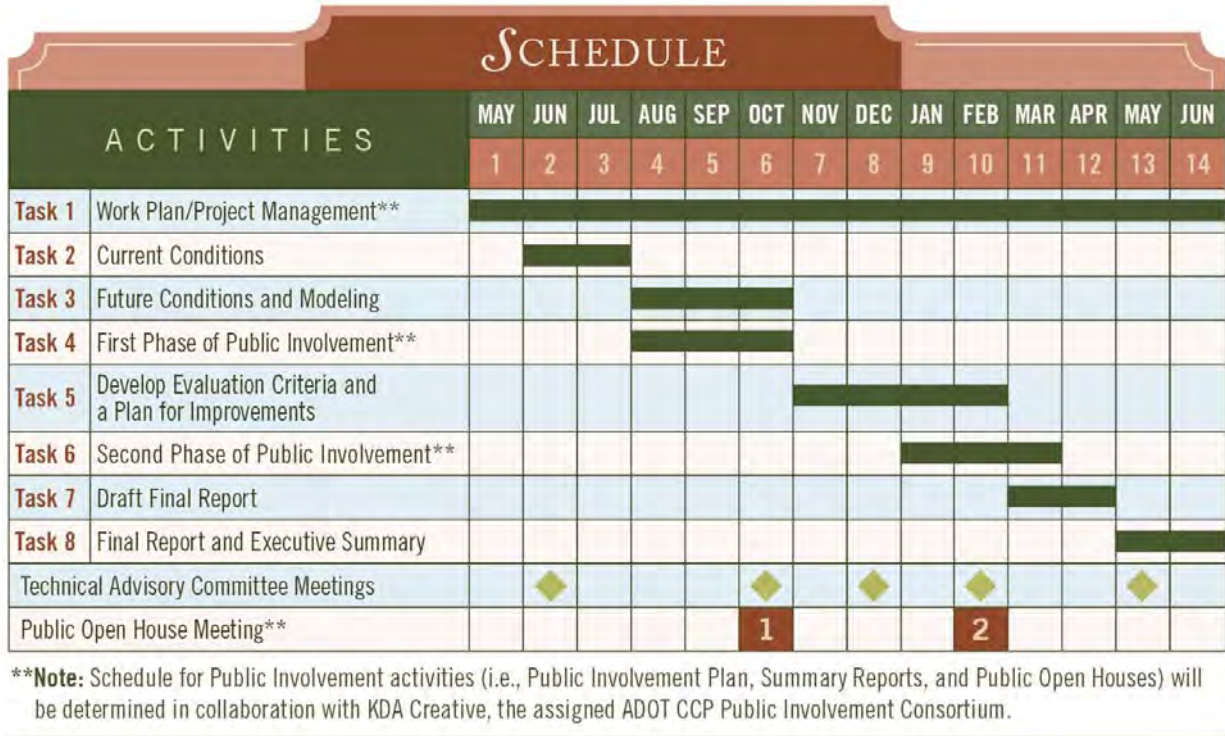


Figure 2: Project Schedule

4. STAFFING PLAN

The staffing plan for the project is summarized in the organization chart presented in **Figure 3**.

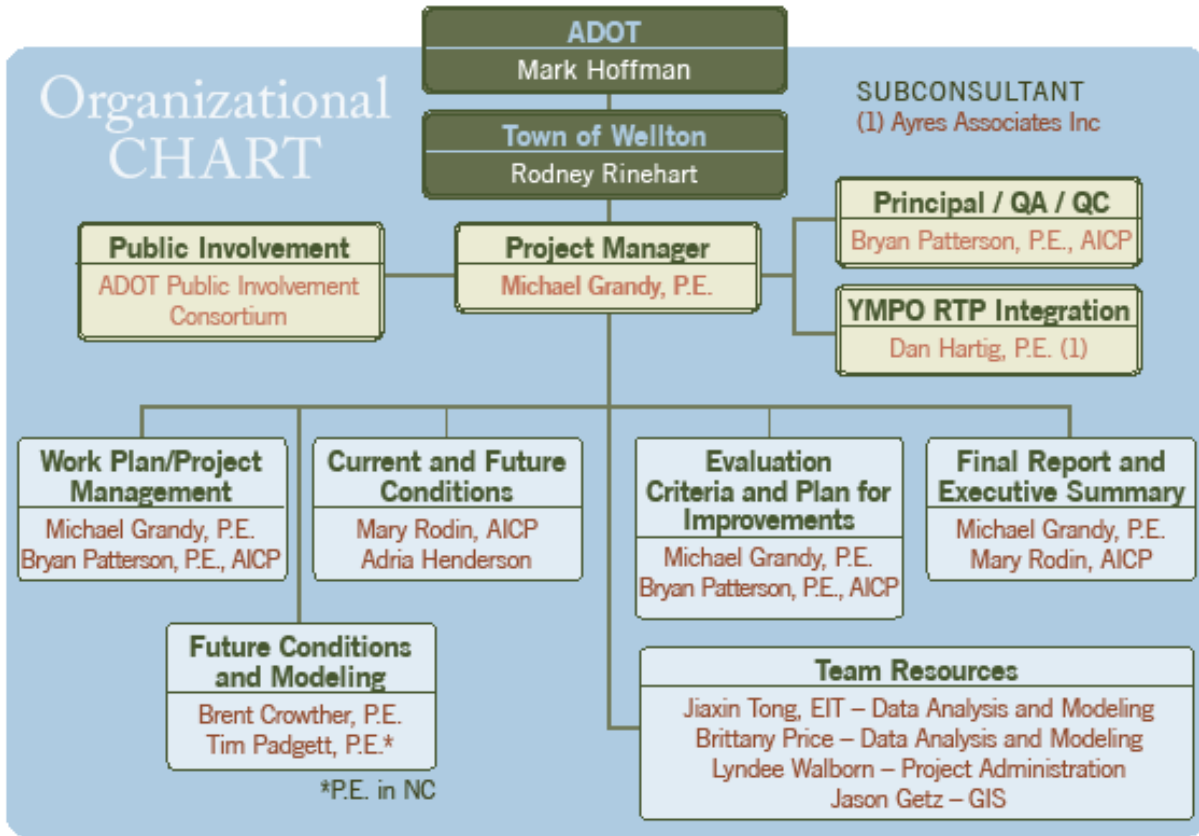


Figure 3: Staffing Plan

5. PROJECT WORK TASKS

The Project Work Plan includes eight tasks that encompass the Scope of Work.

- Task 1: Work Plan/Project Management
- Task 2: Current Conditions
- Task 3: Future Conditions and Modeling
- Task 4: First Phase of Public Involvement
- Task 5: Evaluation Criteria and a Plan for Improvements
- Task 6: Second Phase of Public Involvement
- Task 7: Draft Final Report
- Task 8: Final Report and Executive Summary

5.1 Task 1: Work Plan/Project Management

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 TAC are achieved.

Task 1 also includes project management and project coordination activities. The project management and project coordination approach includes monthly teleconferences with the ADOT project manager and Town Project Manager, and monthly progress reports.

Work Activities

- Schedule, prepare for, and attend a kick-off meeting with the ADOT project manager to discuss the Work Plan and Public Involvement Plan. 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. 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 progress reports and submit invoices based on completing project deliverables. It is anticipated that there will be seven invoices submitted approximately every other month throughout the project duration.

Deliverables

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

5.2 Task 2: Current Conditions

Objective

The objective of Task 2 is to compile available data and information on existing conditions in the study area necessary to identify needs and deficiencies. An accurate inventory of current conditions is a critical first step in establishing baseline conditions. This inventory will include both land use and transportation system features and will be conducted using various techniques, including interviews and group meetings with stakeholders, as appropriate.

Work Activities

- Conduct data collection effort summarized in **Table 3** 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 YMPO 2010-2033 Regional Transportation Plan, Yuma County 2010 Comprehensive Plan, Yuma County Area Transit Short-Range and Long-Range Transit Plans, 2003 Wellton General Plan, recent traffic impact studies, and development plans for the Town and County.
- Interview local stakeholders to discuss current deficiencies and ongoing projects.
- Conduct a field review to further identify transportation-related deficiencies.
- Summarize existing traffic conditions and deficiencies.
- Summarize existing non-motorized conditions and deficiencies.
- Inventory and evaluate current transit demand, levels of service, transit providers, ridership, employment centers, and demographic and socioeconomic characteristics.
- Review the existing conditions assessment with the Town and ADOT project managers.
- Prepare draft Working Paper No. 1. Submit the draft Working Paper No. 1 to the ADOT project manager for review and approval for distribution to the TAC.
- Present pertinent material from draft Working Paper No. 1 at the first TAC meeting.
- Address TAC comments and prepare the final Working Paper No. 1 and submit the final Working Paper No. 1 to the ADOT project manager for posting on the ADOT website.

Deliverable

- Working Paper No. 1 – Current Conditions.

Table 3. Summary of Current and Future Conditions Data Collection

Type of Data	Source	Comment
Current land use patterns	Wellton and Yuma County land use maps, aerial mapping, and forecasting model.	Current land uses will be mapped on a GIS database. Land uses will be updated from those contained in the YMPO RTP.
Future land use patterns	Wellton, Yuma County, YMPO, and ADOT land use plans and model.	Location and type, and size of planned developments will be obtained. Source data sets will be compared and the source data set to use in this study will be selected.
Travel data (traffic counts, traffic circulation patterns)	Kimley-Horn, Wellton, Yuma County, YMPO, and ADOT.	Daily and peak-hour counts will be taken at locations to be determined during project scoping based on available data.
Travel Demand Model	YMPO RTP.	YMPO RTP model will be updated and refined to more fully reflect existing and future conditions.
Functional classification	Wellton, Yuma County, and ADOT.	Existing functional classifications will be reviewed.
Access Management	Review of aerial mapping data and windshield survey.	Relative level of access management, density of access, presence or absence of medians.
Roadway	YMPO RTP, windshield survey, and aerials.	Lanes, shoulders, surface type, right-of-way, speed limits, intersection traffic control, and drainage conditions. Identify areas of concern.
Demographic and socioeconomic data	Wellton, Yuma County, YMPO, and ADOT models and data sets.	Source data sets will be compared and the source data set to use in this study will be selected. Summarize data by TAZ. Identify transit dependent population.
Transit inventory	YMPO RTP.	Inventory and evaluate current demand and levels of service. Identify activity centers.
Crash history (five years of crash records)	ADOT and Wellton.	Identify high accident locations/ characteristics
Current levels of service	Kimley-Horn analysis.	Level of service will be documented for roadway segments and major intersections based on planning thresholds.
Non-Motorized transportation	YMPO RTP and windshield survey.	Existing pedestrian and bicycle facilities and deficiencies will be identified.

5.3 Task 3: Future Conditions and Modeling

Objective

The objectives of Task 3 are 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 used as a primary tool for the forecast of future needs and deficiencies. The YMPO TransCAD regional travel demand model will serve as the base model for this study. Available socioeconomic datasets will be presented to the TAC to ensure that TAC members, ADOT, and Wellton are “on-board” with the socioeconomic projections to use for this study. These projections will reflect long-term future conditions (e.g., 2030 and potential build-out conditions).

Future conditions and needs on the existing roadway system will be analyzed by modeling travel demand for the future land use projections. Performance statistics, such as vehicle miles traveled across screenlines, vehicle-hours delay, and volume to capacity ratio will be analyzed. Levels of service will be estimated for roadways in the future roadway network. Roadway deficiencies within the study area will be identified based on analysis of projected traffic volumes and input from the TAC and stakeholders.

A separate Transit Element will be prepared that discusses the vision, goals, and recommendations 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, the needs of transit-dependent individuals will be evaluated based on the analysis of the Environmental Justice population. The Transit Element will need to coordinate with the YCAT Short-Range and Long-Range Transit Plans and the YMPO 2010-2033 Regional Transportation Plan.

Work Activities

- Conduct data collection effort summarized in **Table 3** and document future roadway, non-motorized transportation, and transit infrastructure and services.
- Evaluate available socioeconomic projection datasets and work with the TAC to reach a consensus on which projections to use for this study.
- Update travel demand model parameters: Traffic Analysis Zone (TAZ) structure, roadway network, population and employment data.
- Prepare population and employment data for the long-term future planning horizon (e.g., 2030 and build-out). Input long-term future data into travel demand model. Perform long-term future Base Condition model runs. Produce mapping with long-term future Base Condition model outputs.
- Identify deficiencies for the long-term future based on the long-term future Base Condition Model runs.
- Identify deficiencies for the mid-term future (e.g., 2020) based on interpolation of existing traffic volumes and long-term future travel demand model output.

- Identify deficiencies for the near-term future (e.g., 2015) based on analysis of existing traffic volumes, and development of near-term traffic volumes based on growth rate factorization.
- Identify improvements required to meet identified needs and deficiencies for the near-term, mid-term, and long-term future planning horizons. Transportation needs will be determined based on:
 - Level of service deficiencies
 - Identification of high crash locations
 - Assessment of railroad crossing locations and identification of future rail-related infrastructure improvements that may be warranted
 - Access, circulation, and mobility for both motorized and non-motorized travel modes
 - Deficiencies identified by the project manager, TAC, and stakeholders
 - Ability to accommodate multimodal alternatives and promote sustainability
- Identify potential projects to satisfy identified needs and deficiencies. Update travel demand model network to include long-term future improvements. Perform long-term future “improved” model run. Update model documentation.
- Identify projected general level of transit demand (based primarily on current service and assumed growth patterns).
- Determine population thresholds for implementing varying levels of transit service.
- Evaluate the needs of transit-dependent individuals based on the analysis of Environmental Justice population subgroups.
- 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 second TAC meeting. 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 – Future Conditions and Modeling.
- TAC Meeting No. 2 agenda, presentation materials, and meeting summary.

5.4 Task 4: First Phase of Public Involvement

Objective

An initial public open house meeting will be conducted within the study area. This first meeting will cover existing conditions, future projections, and needs and deficiencies. KDA Creative will have primary responsibility for this task. The Kimley-Horn team will provide technical information to KDA Creative for the public meeting notification materials and will prepare handouts, display boards, and a brief presentation of technical information. Further details of the public involvement plan are presented in **Section 2 - Public Involvement Plan**.

Work Activities

- Prepare all presentation boards and handouts for public involvement meeting.
- Prepare a comprehensive mailing list for this study and handle all mailings.
- Prepare a newsletter for distribution by mail before the public meetings, as well as for distribution at the meetings; review and approval of the project manager is required before mailing.
- Prepare and issue a press release; the ADOT Project Manager will coordinate the press release.
- Document the public involvement process in Summary Report No. 1. This will include the press release distributed prior to the meetings; mailing lists, comments received at the meetings, and associated responses to each comment.
- Coordinate with Town website.

Deliverables

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

5.5 Task 5: Evaluation Criteria and a Plan for Improvements

Objective

The objective of Task 5 is to develop specific projects that address the needs and deficiencies identified in Tasks 2 and 3. Projects will be developed for the near-term, mid-term, and long-term planning horizons.

Examples of projects by category include:

Roadway Improvements

- New street cross-sections that include “complete streets” features
- New roadway alignments and extensions
- Highway-rail grade separations
- Circulation plans for developing areas
- Widening existing streets
- Access management improvements
- Intersection improvements/new traffic signals
- New or improved interchanges along I-8
- Impacts of new development

Transit Mobility

- Local bus service
- Regional bus and rail service

Bicycle and Pedestrian Mobility

- Shoulder improvements
- Bicycle lanes
- Pedestrian/bicycle crossings of I-8

Safety Improvements

- Intersection improvements
- Turning lanes
- Access management

Work Activities

- Recommend and define specific projects that address the identified needs and deficiencies and prioritize for the near-term, mid-term, and long-term planning horizons.
- Address Environmental Justice concerns based on the analysis of Title VI population groups conducted in the current conditions analysis.
- Develop project evaluation and prioritization criteria.
- Prepare an evaluation matrix to rank proposed projects.
- Prepare planning-level capital and maintenance cost estimates.
- Identify current funding sources.
- Identify potential new revenue sources, including possible public-private partnerships.
- Identify potential right-of-way preservation techniques.
- Develop a transportation Capital Improvement Program (CIP) that incorporates the near-term recommended improvement projects.
- 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 third TAC meeting to present draft evaluation criteria and preliminary evaluation findings. Prepare a meeting summary.
- Schedule, prepare for, and attend the fourth TAC meeting to present a draft plan for improvements and other related pertinent material from draft Working Paper No. 3. 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 No. 3 – Evaluation Criteria and Plan for Improvements
- TAC meeting 3 agenda, presentation materials, and meeting summary
- TAC meeting 4 agenda, presentation materials, and meeting summary

5.6 Task 6: Second Phase of Public Involvement

Objective

A second public open house meeting will be conducted within the study area. The second meeting will cover the evaluation criteria and the proposed plan for improvements. As with Task 4, KDA Creative will have primary responsibility for this task. The Kimley-Horn team will provide technical information to KDA Creative for the public meeting notification materials and will prepare handouts, display boards, and a brief presentation of technical information. Further details of the public involvement plan are presented in **Section 2 - Public Involvement Plan**.

Work Activities

- Prepare all presentation boards and handouts for public involvement meeting.
- Prepare a newsletter for distribution by mail before the public meetings, as well as for distribution at the meetings; review and approval of the project manager is required before mailing.
- Prepare and issue a press release; the ADOT Project Manager will coordinate the press release.
- Document the public involvement process in Summary Report No. 2. This will include the press release distributed prior to the meetings; mailing lists, comments received at the meetings, and associated responses to each comment.
- Coordinate with Town website.

Deliverables

- Stakeholder Outreach Summary Report No. 2
- Presentation boards, handouts, newsletter, press release

5.7 Task 7: Draft Final Report

Objective

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 Activities

- Prepare a Draft Final Report outline that compiles 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 fifth TAC meeting at which the Draft Final Report will be presented. Prepare a meeting summary.

Deliverables

- Draft Final Report
- TAC Meeting Number 5 agenda, presentation materials, and meeting summary

5.8 Task 8: Final Report and Executive Summary

Objective

The objective of this task is to prepare the Final Report and Executive Summary.

Work Activities

- Compile comments received on the Draft Final Report, prepare a comment resolution summary, and attend a comment resolution teleconference with the Town and ADOT project managers.
- Address each comment in the preparation of the Final Report.
- Prepare a draft Executive Summary that provides the most relevant information from the Final Report.
- Make revisions to the Final Report and Executive Summary based on review comments and submit the Final Report and Executive Summary.

Deliverables

- To each member of the TAC, 1 CD copy and 1 hard copy of the Final Report and Executive Summary.
- To the ADOT Project Manager, 5 CD copies and 10 hard copies of the Final Report and Executive Summary.
- All travel demand models and all data collected and developed for this study will be delivered to ADOT and the Town of Wellton in CD format upon completion.
- Study documents will be prepared using Microsoft Word, Excel, and PowerPoint, as applicable.