

## **Scope of Services**

**8/5/2011 DRAFT**

### **OVERVIEW AND ASSUMPTIONS**

The scope of services includes four interrelated/interwoven but separate processes:

1. Project Kick-off / Initial Activities
2. Visioning
3. Morgantown Comprehensive Plan Update
4. Star City Comprehensive Plan Update
5. Regional Transportation Plan Update

This effort involves an integrated approach to creating three plans working collaboratively with the “Client Group” that consists of the Morgantown Monongalia Metropolitan Planning Commission (MMMPO), the City of Morgantown (Morgantown), and the Town of Star City (Star City).

The following assumptions have been made in preparing this scope of services:

1. There will be three separate contracts with the MMMPO, the City of Morgantown, and the Town of Star City. Because of the integrative nature of some tasks, there is overlap. In such cases, these tasks have been highlighted.
2. The Team assumes that there will be a Morgantown Planning Committee, and a Star City Planning Committee to guide the comprehensive plan work. Some members of these Planning Committees will be part of a Regional Visioning Group that will guide the development of a regional vision that will feed into MMMPO’s long range transportation plan and the comprehensive plans for Star City and Morgantown.
3. The work effort assumes an “update” of the existing plans as opposed to creation of an entire plan from scratch.
4. All data for analysis will be provided by the Client Group to the Consultant. Consultant data collection will consist solely of secondary source information, windshield/walking visual surveys, and/or readily available online or other easily accessed databases.

## **Part 1 - Project Initiation**

### **1.1 Development of Committees**

The Consultant Team will work with the Client Group to develop the following four committees / advisory groups with overlapping membership:

- Regional Visioning Group
- Transportation Advisory Group
- Morgantown Planning Committee

- Star City Planning Committee

## 1.2 Team Visit to the Region and Kick-off

The Consultant Team will convene in the study area and conduct a series of preparatory steps leading to the official project Kick-off. Tasks include:

**1.2.1 Staff Workshop** – The Team (consultant team) will lead a workshop with Staff (MMMPO, Morgantown, and Star City) representing the Client Group to finalize the study processes and establish project protocols including: schedule of events, communication procedures, deliverables, reporting, and evaluation criteria.

**1.2.2 Touring the Study Area** – Following the workshop, Staff will organize a tour to highlight specific areas of interest within the region as well as distinctive features of the City and Town. The tour should provide the Team with an understanding of major transportation and land use patterns including typical development and redevelopment patterns, neighborhoods, areas of disinvestment, and areas of opportunity.

**1.2.3 Collecting Relevant Documents** – Staff will provide the Team with copies of existing plans, relevant studies, and maps including available GIS data.

## 1.3 Project Identity

The Team will lead a workshop with Staff, the Regional Visioning Group, and other representatives of the community to develop a project identity and a communication and outreach strategy that will ensure that the planning process will have wide recognition throughout the community. The project branding will cover the entire regional visioning effort with specific taglines for each the Morgantown and Star City efforts. The Team will assist the client in completing the following tasks:

**1.3.1 Branding** – This will include the identification of a name, logo, and tagline for the entire process and the design of printed and electronic collaterals, such as flyers and pamphlets. Production, printing, and distribution of the collaterals will be the responsibility of the Client Group.

**1.3.2 Communicating** – This will include developing a message (or messages) that hones and articulates key ideas underpinning and driving the planning effort and a message matrix that ties specific messages to specific target audiences (e.g. citizens, officials etc.). These messages will target specific aspects of the Morgantown and Star City comprehensive plans.

**1.3.3 Targeting Outreach** – This will include working with a wide variety of existing community networks to ensure a strong participation in public meetings reflective of the geographic, demographic, and institutional diversity in the region. The campaign will draw upon neighborhood organizations, homeowners associations, churches, organizations representing

minorities, senior citizens, immigrant groups, people with special mobility needs, low-income persons, and other groups that are traditionally underrepresented in planning processes.

**1.3.4 Developing Social Media Tools** – This will include using social networking such as Twitter, Facebook, and LinkedIn to reach the maximum number of affected interests electronically.

#### **1.4 Consultant Team Orientation and Organization**

**1.4.1 Set-up Project Files** – The Consultant Team will set up internal project files including an FTP site for the transfer of information throughout the project life. Templates for communications will be developed.

**1.4.2 Team Orientation and Work Plan** – The Consultant Team will develop a work plan and meet to review and discuss schedule, staffing, client expectations, and resources prior to beginning work.

## **Part 2 - Visioning**

This section describes steps to involve stakeholders and the public in developing a vision for the future of Monongalia County, the City of Morgantown, and the Town of Star City. These activities are conducted in parallel to and integrated with the technical analysis process for three plans. This phase benefits all three studies and the cost is prorated between the three studies (see “Proposed Fee”). The process includes the following steps:

### **2.1 Stakeholder Interviews**

Stakeholder interviews will enable the Team to gain insights on issues and attitudes and to develop guiding visioning and planning principles that will be applied to the project. Tasks include:

**2.1.1 Developing a Stakeholder List** – The Team will work with Staff to develop a comprehensive stakeholder list representing potentially affected interests throughout the City, Town, and the MPO region. Stakeholders should include elected officials, agencies, special interest groups, the development community, businesses, neighborhood associations, and representatives of the general public.

**2.1.2 Conducting Stakeholder Interviews** – The Team will conduct up to 12 interviews with selected stakeholder or small groups to test ideas and existing conditions data, and identify “hot buttons” and community attitudes. The results of the stakeholder interviews will enable the Team to develop preliminary planning and mobility principles to use in the development of the comprehensive and transportation plan updates. The Team will coordinate with Staff to schedule the interviews and will provide a summary report of the interviews.

## **2.2 Gathering Ideas**

Listening to what the community has to say and gathering their ideas is the first step in developing a regional vision for the comprehensive and transportation plans. Tasks include:

**2.2.1 Brainstorming** – The Consultant Team will organize two idea-gathering workshops - one within the City of Morgantown and one in the town of Star City. These workshops will include: an assembly period, general brainstorm sessions in small groups, and an exercise called Strong Places, Weak Places. The exercise focuses participants on the physical attributes of the City and Town including, for example, walkability, driving and parking, civic uses, commercial areas, housing, and community character and appearance. Participants identify what makes strong places strong and weak places weak and they generate recommendations for improvements. The results of the workshops will be databased and compiled digitally providing a foundation of ideas for developing the regional vision and each plans' goals and an at-a-glance view of strengths and weaknesses.

**2.2.1.1 Facilitator Training** – The Consultant Team will design the meeting format and train facilitators to facilitate small group activities.

**2.2.2 Developing Goals** – The Consultant Team will lead a workshop with the Regional Visioning Group to develop overall regional vision goals. It will subsequently (in Part 3 and 4) meet with Morgantown and Star City Planning Committees to tailor overall regional vision/goals to the specific elements of each communities comprehensive plan. A review of the goals and policies of the previous comprehensive plans will be used as a starting point in developing new ones.

**2.2.3 Understanding Future Growth** – The Consultant Team will organize a regional workshop to engage the regional community on the issue of future growth. These workshops will engage public, stakeholders, and elected officials in meetings designed to explore two critical questions, “Where do we grow?” and “How do we grow?” They will engage participants, working in small groups, in identifying conservation areas, allocating future growth through the region, determining the land use mix of such growth, and expressing visual preferences. The totality of the responses will provide a preliminary indication of a vision for the future of the Monongalia region that integrates environmental, transportation, and land use considerations.

**2.2.3.1 Facilitator Training** – The Consultant Team will design the meeting format and train facilitators to facilitate small group activities.

**2.2.4 Preliminary Vision Principles and Land Use Scenarios** – Based on the process, the Consultant Team will define the regional vision in terms of planning principle statements. Building on data collected, land use and economic analysis, and the results of the regional workshops, the Team will develop two potential future growth scenarios that will be used in the development of the Long Range Transportation Plan and reflected in the comprehensive plans.

## 2.3 Land-Use / Transportation Scenarios Workshop

**2.3.1 Hands-on Planning Workshops** – The Consultant Team will conduct a public workshop in each jurisdiction to engage participants in reviewing and critiquing the regional planning principles and the two land use scenarios and two transportation network scenarios (see Part 5 Scope) that have been developed. Participants will be asked to review and discuss the potential scenarios that are presented and provide feedback regarding the perceived strengths and weaknesses (what they like/don't like) about each scenario, and how they would change/improve the scenarios.

**2.3.1.1 Facilitator Training** – The Consultant Team will design the meeting format and train facilitators to facilitate small group activities.

## 2.4 Finalizing and Documenting the Vision

The workshops will be followed by a summary meeting with Staff and the individual Comprehensive Planning Committees and the Transportation Advisory Group to review the results and gain permission to move forward into the development of the three individual plans. The final vision plan will consist of a concise narrative description and a generalized regional land use vision map that will serve as the basis for the three plans.

## Part 3 – Morgantown Comprehensive Plan Update

In-revision based on new information from City...

## Part 4 – Star Comprehensive Plan Update

To be determined based on further input...

## Part 5 - Regional Transportation Plan

### 5.1 Project Management and Communications

The Consultant Team will participate in the following project communications for the 14 month duration of the development of the Transportation Plan:

**5.1.1 Project Management** – This task will consist of:

- Daily communications that occur between the consultant team members and with the client
- Monitoring of scope and budget by the project manager and deputy project managers
- Addressing unexpected issues that arise during the study process
- Project invoicing sub-consultant payments and other accounting
- File management and project documentation

**5.1.2 Weekly Project Manager Discussions** - This will consist of a short conference call (15 to 45 minutes typically) between the client project managers and the B&N project manager once per

week to talk about study progress, strategies, upcoming meetings, budget, schedule, and scope. If it is mutually agreed that the call is not warranted for a particular week, the call could be canceled. The agenda, length, and invited attendees of these calls could vary based on the study needs at that point in time. Deputy project managers for the comprehensive planning and transportation may be included in the call.

**5.1.3 Monthly Team Progress Discussions** – The consultant team will participate in monthly team progress meetings. The agendas for these meetings will always include project status and client satisfaction items. However, the agenda will remain flexible so that time can be devoted to critical study issues. These meetings will occur either in-person or via conference call and will be limited to one hour or less. In-person team progress meetings will be combined with other site visits or meetings as to not require independent travel for the Consultant for these meetings.

## **5.2 Stakeholder and Public Involvement**

These tasks are related specifically to the Regional Transportation Plan update. Other Stakeholder and Public Involvement tasks are included in *Part 2 - Regional Visioning* section of the Scope of Services.

### **5.2.1 Establish Transportation Advisory Group (TAG)**

Our team will work with the participating agencies in assembling a diverse group of stakeholders that represent every conceivable interest in this study. The existing TAC, CAC, and PAC members will likely be part of this group. In addition, other local citizen leaders, business leaders, technical leaders, or interest group leaders will be included. The goal is to make sure that when the final plan is produced, that all parties with a significant interest have been involved in the development of the plan to minimize or eliminate future potential opponents and/or dissenters.

### **5.2.2 TAG Meeting #1 – Existing Conditions and Trends, Goals and Objectives**

This meeting will include a review of the MPO's Long Range Transportation Plan development process, existing conditions and trends, and the status of the "Regional Visioning" effort. The meeting will include a regional transportation goals and objectives development exercise component. It is anticipated that this will be a two-hour meeting/workshop.

### **5.2.3 TAG Charrette/Workshop - Alternative Transportation Scenarios Development**

The consultant will facilitate a one-day charrette/workshop with the Transportation Advisory Group (or a select group of stakeholders) to brainstorm and develop a set of potential transportation alternatives. The charrette/workshop will (tentatively) include:

- An brief review of the existing system, future trends, the problems, goals, objectives, evaluation criteria
- A hands-on exercise where breakout groups would develop two to three "bundles" or "scenarios" of transportation improvements and policies for the region. The consultant team will provide the groups a prepared "menu" of potential options (highway, transit, motorized, non-motorized, travel demand management) with advantages and planning level costs of each, but the groups would not be limited to only that menu and will be encouraged to "think outside the box."

- The breakout groups will then come together to discuss the various bundles that were developed and how well each bundle addresses the plan goals and evaluation criteria, and cost implications of each.
- The group will attempt to modify and combine the various bundles through group discussion and build consensus around two “transportation scenarios” that will be evaluated in more detail by the Consultant Team.

#### ***5.2.4 TAG Meeting #2 - Transportation Alternatives Analysis Review***

This meeting will include a review of the two transportation scenarios developed in the charrette / workshop and present the Consultant Team’s more detailed analysis and a recommended scenario for inclusion in the draft plan. Other elements of the plan that require discussion will also be reviewed at this meeting (i.e. funding, other policies).

#### ***5.2.5 TAG Meeting #3 – Draft Recommended Plan Review***

This meeting will include a review of the draft of entire plan update and solicit feedback and discussion to finalize the draft that will be presented to the public.

#### ***5.2.6 Public Engagement: Present Draft Recommended Regional Transportation Plan for Comment***

This step will include one day of public engagement, likely consisting of one evening open-house meeting at a central location and individual meetings with key stakeholders or small groups on the same day. Includes the development exhibits and handouts to be used at the meeting and summary of the comments received. All website and other electronic or written (fliers, etc.) will be prepared and distributed by the MPO.

#### ***5.2.7 Final Draft Plan Distribution***

It is anticipated that the final draft plan will be circulated electronically to the Transportation Advisory Group and posted on the MPO’s website for proposed final comment (no meetings).

#### ***5.2.8 Meetings with Individual Stakeholders***

Integrated with the transportation planning tasks, meetings with individual stakeholders will be conducted on days that the consultant will be in the Morgantown area or via telephone (no extra travel required). The consultant will participate in up to ten (10) telephone conversations/interviews with transportation stakeholders, as necessary, throughout the process.

### **5.3 Update Transportation Plan**

The current (2007) transportation plan will be updated, maintaining as much of the current plan as possible. The Long-Range Transportation Plan update will be based on the latest conditions in the region including:

- Land use and development
- Socioeconomic and population trends
- Constructed highway and other projects
- Previous plan recommendation that are no longer feasible
- Non-motorized transportation system changes and opportunities

- Changes in current and future transit service and operations
- Congested locations
- High-crash/safety locations
- Transportation demand management successes and opportunities

**5.3.1 Review Existing Data and Plans** – The consultant will review all existing data and plans available from the MPO, City, County, WVDOT, and other sources and prepare a summary of the information and potential gaps in data needed for the project. The MPO will be responsible for obtaining/providing additional data required for the study.

**5.3.2 Prepare GIS Basemap and Template** – The consultant will obtain GIS mapping from the MPO and will develop a project template border for the transportation plan. It is assumed that the mapping can be delivered to the Consultant Team in a readily usable format and that electronic versions of the maps included in the current MPO plan are available for use/editing.

**5.3.3 Update Transportation Plan Document** - The consultant will update each chapter of the current plan as follows. The fee assumes that the current plan is available in an editable electronic format, including all maps (Word/ArcGIS or convertible to these formats).

Chapter One: Introduction to the Regional Transportation Plan

- Update narrative to include current information
- Update planning process chart
- Rewrite stakeholder/public involvement section based on process used for the update

Chapter Two: Addressing the Eight Metropolitan Planning Factors

- Rewrite based on new goals and recommendations
- Develop more streamlined / cleaner way to present

Chapter Three: Transportation System Goals and Objectives

- Rewrite based on visioning process results
- Use SMART goal format for goals

Chapter Four: Existing Transportation System

- Retain the functional class discussion “as-is”
- Update functional class info and map based on current info provided by WVDOT
- Update volume data/map based on available counts
- Include greater discussion of the region’s characteristics, constraints, opportunities in terms of multimodal transportation
- Update highway capacity analysis and maps based on updated model data
- Expand non-auto section to include a more detailed review existing bicycle and pedestrian networks and identify deficiencies, constraints, and opportunities analysis of bicycle and pedestrian travel conditions including walkability and bikeability (work with existing bike committee).
- Provide updated crash analysis based on most recent data available from WVDOT. Bicycle and pedestrian crashes will be included in analysis if available.



- Work closely with the Bicycle and Pedestrian Committees to obtain current information, plans, and ideas related to the plan, including at least one meeting with the group (an additional meeting with this group will take place during the scenarios analysis process).
- Develop a comprehensive review of existing City and WVU transit services including a “combined service” map that shows the transit network as a whole and how it serves the community
- Review existing travel demand management (TDM) policies and programs in region and identify planned TDM programs
- Include very minor updates to discussions on freight, rail, air, and water transportation if necessary.
- Send environmental coordination letter to each appropriate agency.

#### Chapter Five: Socioeconomic Data forecasts - 2040

- Update socioeconomic data discussion based on current census data and the “Regional Visioning” exercise performed in Part 2 of this Scope of Services.

#### Chapter Six: Model Development and 2040 Traffic Forecasts

- Model validation
  - Update the existing year socioeconomic data to 2010 using a straight line growth factor for each zone.
  - Transit is currently handled as a percentage of the trip table. If authorized, review and update transit trip percentage. No additional effort will be made to update the transit portion of the model run.
  - All count data will be provided by MMMPO, WVDOH, the City of Morgantown, the Town of Star City, Monongalia County, and the Rahall Institute of Marshall University. Traffic counts are not included in the consultant scope of services.
  - Code provided count data into the model network for validation purposes.
  - Validate the model against the existing counts including repetitive changes to be made to the model so that the model validation can meet the standards suggested by FHWA’s “Model Validation and Reasonableness Checking Manual” and “Calibration and Adjustment of System Planning Models.” This scope includes no more than five iterations of changes.
  - Model validation procedures and results will be recorded in a validation documentation report. Develop a memorandum documenting the model validation process and results
- Develop 2040 Existing + Committed (E+C) Model
  - Review the future year land use currently in the model and update the future year of the model from 2030 to 2040 using professional judgment and straight line growth factors to update to 2040.
  - Discuss with the appropriate parties what projects are considered existing and committed for the project area.
  - Incorporate the projects into the model to create an E+C model to be used as the “base condition” for comparison of alternatives.
  - Highlight system deficiencies indicated by the results of the 2040 E+C model run
  - Develop an existing and future conditions memo to compare the existing data and future model run data.

## Chapter Seven: Multimodal Alternatives Analysis

- Initial Concepts Screening
  - List and evaluate ideas and concepts presented through the visioning process and ideas gathering workshops
  - Perform a critical review of the current (2007) plan and its recommendations
  - Recommendations from the 2007 plan that have been accomplished will be highlighted
  - Recommendations from the 2007 plan that are no longer feasible will be identified
  - Previous recommendations that appear to be feasible and address the established goals and objectives for the study will be identified and carried into the update process for reevaluation
  - Evaluations will be based on established goals and objectives and feasibility/constructability analysis
  
- Preliminary Scenarios Development and Analysis
  - Working with stakeholders (including the Bicycle and Pedestrian Committee), develop a variety of scenarios that “bundle” sets of options together for analysis and sensitivity analysis
  - A screening analysis process will be used to reduce options down to two potential networks for further analysis using the travel demand model
  - Assessments of multimodal options will include transit, bike, pedestrian, and vehicular modes
  - Results of the scenarios screening will be documented
  
- Travel Demand Model Analysis
  - Model transportation, land use, and transportation demand management scenarios. A maximum of 8 model runs will be performed and reported. It is assumed that two land use scenarios, two transportation networks, and two levels of transportation demand management strategies will be modeled (combinations of these could result in as many as 8 model runs).
  - Transportation demand management strategies will be incorporated into the model run as a reduction of the trip table. The reductions will be based on industry standards for the various types of strategies.
  - Documentation describing model changes and resulting outputs will be developed
  - All results will be presented in TransCAD output formats
  
- Refined Scenarios Development and Analysis
  - Develop and evaluate up to two refined scenarios (likely hybrids of previous scenarios)
  - Perform travel demand model analysis as described above on the two refined scenarios. One of the scenarios is assumed to be the final recommended network.
  - Develop recommended scenario based on results
  
- Develop Multimodal “Model” Cross Sections
  - Develop cross sections for each functional class and for different environments (i.e. urban, rural, CBD) to help evaluate the best use of available right-of-way

(constrained) when evaluating transportation improvements (widening, complete street improvements, etc.)

- Use state of the practice in terms of street/highway geometric design
- Provide flexibility in the cross sections so that they provide solid direction and reflect the goals and objectives in the region, and are also adaptable to the conditions and needs in a particular corridor.
- Work with the Transportation Advisory Group and WVDOH to build consensus on proposed “model” cross sections

#### Chapter Eight: Funding the Regional Transportation Plan

- This chapter will be updated by MPO Staff with minimal assistance from the Consultant team.

#### Chapter Nine: Recommended Multimodal Transportation Plan

- Update narrative and graphics based on results of planning effort to include recommended multimodal transportation projects and programs.
- The recommended functional classification system will not be updated and will be removed from the plan.
- Final recommended “model” cross sections will be included and indexed to a “road character” map.

#### Chapter Ten: System Management Programs

- The consultant will work collaboratively with the MPO to make minor changes to this chapter.

#### Chapter Eleven: Intelligent Transportation Systems

- The consultant will work collaboratively with the MPO to make minor changes to this chapter.

#### Chapter Twelve: Transportation System Security

- The consultant will work collaboratively with the MPO to make minor changes to this chapter.

#### Chapter Thirteen: Innovative Funding Strategies

- The consultant will work collaboratively with the MPO to make minor changes to this chapter.

#### Chapter Fourteen: Environmental Justice Analysis

- This chapter will be updated by the Consultant based on 2010 Census Block information and the recommended plan.

#### Appendix: FHWA Planning/Environmental Linkages Questionnaire

- The Consultant will complete this questionnaire and include as an appendix to the document.

## 5.4 Final Document Formatting and Assembly

The consultant will produce up to 100 printed and bound copies of the final plan, and a PDF copy. Electronic files (word, TransCAD, etc) will be supplied to the MPO (via FTP site).

## Additional Services (on if authorized basis)

### Transit Ridership Estimate Review (\$5,200)

The Consultant will review the projected ridership estimates (prepared by Mountain Line Transit and provided to consultant team) for the proposed bus route and service changes. The Consultant will review the assumptions for reasonableness and suggest improvements to the methodology to create improved projections for Mountain Lines expansion. The Consultant will produce a letter memorandum to summarize the review and recommendations.

### Transit Oriented Scenario Development / Evaluation (\$4,800)

For this scenario, improvements would be focused on expanded transit service with minimal roadway improvements primarily focused on improving transit operations. The consultants will evaluate this scenario in the same way as other scenarios and include evaluation in the final evaluation matrix.

### POTENTIAL OTHER ADDITIONAL SERVICES

The following are additional services that the consultant team could provide if necessary or if desired by the Client Group. Detailed scopes of services and fee proposals will be developed for these as/if requested.

- Additional meetings and/or presentations not specifically included in the Scope of Services
- Any data collection required that is not provided by the Client Group
- Update of travel demand model zones based on 2010 census data (in lieu of straight-line method proposed)
- Additional iterations for travel demand model validation (beyond the five iterations assumed in basic scope)
- Analysis of additional scenarios beyond the number identified in the Scope of Services
- Develop Transportation Demand Management Tool for the travel demand model
  - Develop a tool that allows the MMMPO to evaluate demand management strategies. This tool would be created so that a user can input different demand management strategies for consideration. The tool would evaluate the efficiency of the strategies and provide trip table reductions based on an entire demand management package. The Consultant would also develop a user manual and training course for MPO staff.
- Develop Logit Model for Mode Choice
  - Create a nested logit model that would be incorporated into the mode choice step of MMMPO's travel demand model. The nested logit model would provide a more detailed mode choice step and provide additional transit data.
- Develop STEAM or BCA.net model(s) to evaluate alternatives.
- Modify or add LRTP chapters that are not specifically included in this Scope of Services

- Project management beyond 14 month duration (assuming schedule extension is not due to the fault of the Consultant Team)

## Fee

The following tables provide a summary of the proposed fees (**MPO portion only at this time**) for the above Scope of Services.

**Table 1 - Summary by Agency**

	Total	Portion		
		MPO*	Morgantown**	Star City**
Part 1 - Project Kickoff and Getting Started Tasks (serves all three studies)	\$ 8,500	\$ 4,000	\$ 4,000	\$ 500
Part 2 - Public Visioning Tasks (serves all three studies)	\$ 41,500	\$ 9,000	\$ 23,500	\$ 9,000
Part 3 - Morgantown Comprehensive Plan (exclusive effort for this plan)	TBD		TBD	(tasks exclusive to this plan)
Part 4 - Star City Comprehensive Plan (exclusive effort for this plan)	TBD		TBD	(tasks exclusive to this plan)
Part 5 - MPO LRTP (exclusive effort for this plan)	\$ 298,098	\$ 298,098		(tasks exclusive to this plan)
		<b>\$ 311,098</b>	TBD	TBD
* Proposed negotiated MPO cost based on submitted scope.				
** Tentative cost subject to review/discussion with Morgantown and Star City.				

**Table 2 - Fee Summary for Tasks Exclusive to Long Range Transportation Plan Update**

TASKS	B&N Hours	Expenses	Sub Cost	Total Task Cost	Sub Used
<b>Transportation Plan Basic Services</b>					
Project Management, Coordination, Progress Calls, and other Communications	52	\$ 200	\$ 1,500	\$ 9,589	Kittelson
Review Existing Documents and Summarize	58		\$ 3,000	\$ 10,935	Kittelson
Prepare Project GIS Basemapping and Templates	44			\$ 3,873	
Field Visits	18	\$ 500	\$ 3,000	\$ 6,080	Kittelson
TAG Meeting #1	56	\$ 500	\$ 1,500	\$ 8,661	Kittelson
Full-Day Alternatives Development Charrette/Workshop	116	\$ 1,000	\$ 3,000	\$ 17,836	Kittelson
TAG Meeting #2	58	\$ 500		\$ 7,685	
TAG Meeting #3	48	\$ 500		\$ 6,667	
Public Engagement: Present Draft Transportation Plan	118	\$ 1,000		\$ 13,719	
Stakeholder Meetings and Discussion (no travel)	20			\$ 3,110	
Update Chapter One - Introduction to the Regional Transportation Plan	44			\$ 5,132	
Update Chapter Two - Addressing the Eight Metropolitan Planning Factors	32			\$ 4,658	
Update Chapter Three - Transportation System Goals and Objectives	28			\$ 4,055	
Update Chapter Four - Existing Transportation System	134		\$ 27,000	\$ 43,523	Kittelson
Update Chapter Five - Socioeconomic Data Forecasts	34			\$ 3,930	
Update Chapter Six - Model Development and 2030 Forecasts	280			\$ 35,727	
Update Chapter Seven - Multimodal Alternatives Analysis	432		\$ 19,000	\$ 71,763	Kittelson
Update Chapter Eight - Funding the Regional Transportation Plan	10			\$ 1,374	
Update Chapter Nine - Recommended Multimodal Transportation Plan	122			\$ 14,772	
Update Chapters 10-13 (assistance to MPO)	72			\$ 9,925	
Update Chapter 14 - Environment Justice Analysis	22			\$ 3,017	
Appendix - FHWA Planning/Environmental Linkages Questionnaire	30			\$ 3,956	
Final Document Proofing / Formatting / Assembly	84			\$ 8,758	
<b>Transportation Plan Total</b>	<b>1912</b>	<b>\$ 4,200</b>	<b>\$ 58,000</b>	<b>\$ 298,745</b>	
<b>Additional Services (if authorized)</b>					
Transit Ridership Estimates for Increased Service	35			\$ 5,199	
Transit Oriented Scenarios Development/Evaluation	35			\$ 4,818	