

## **ATTACHMENT "A"**

### **SCOPE OF WORK**

The municipality of city/town has requested the services of consultant in order to develop a Complete Streets Project Prioritization Plan consistent with the Tier 2 municipal requirement of the Complete Streets Funding Program.

The Scope of Work shall contain specific activities, deliverables and timelines to be provided by consultant as described below:

#### **A. Activities to be performed in support of the development of a Complete Streets Project Prioritization Plan.**

1. Compile existing data /studies from the local and regional planning, DPW, engineering and/or other sources to include, but not be limited to, the following information:

- a. Capital Investment Plans
- b. Network Gap Analysis (Bicycle, Pedestrian, & Transit)
- c. Roadway Maintenance Plan
- d. Pavement Management System
- e. Private Development Projects
- f. ADA Assessments
- g. Bicycle and Pedestrian Assessments
- h. Roadway Safety Audits

2. Determine which additional data needs to be developed or recorded in support of Activity #1 such as performing a Network Gap Analysis, Roadway Safety Audit or other analysis. Provide methodology used to gather this data.

3. Describe methodology used including but not limited to evaluation criteria, project selection process and final project prioritization.

4. Describe supporting tasks such as attend X number of meetings, preparation of maps, inventory graphics, or presentations.

#### **B. Deliverables.**

1. Prepare a Complete Streets Project Prioritization Plan Project Prioritization Plan utilizing MassDOT's template that identifies at a minimum a **5-year prioritization plan** with up to at a minimum **15 potential projects** that focus on addressing the following Complete Street's needs:

- Safety: Addresses high crash locations, reduces vehicular speeds, etc.
- ADA accessibility: wheelchair ramps added, etc.
- Pedestrian safety or mobility: New/improved crosswalks, sidewalks/paths, pedestrian signals, etc.

- Bicycle safety or mobility: New bike lanes, wider shoulders, signal accommodation, bicycle parking, etc.
- Transit operations and access: Enhanced stop amenities, queue jump lanes, stop consolidation, etc.
- Vehicular operations
- Freight operations

2. Consistent with MassDOT's template, the Complete Streets Prioritization Plan will include:

- Preparation of preliminary project estimates to assist with programming construction funds.
- Preparation of estimated construction duration/schedules to assist with identifying Projects that can meet fiscal year deadlines.

**C. Provide duration of work for the development of the Complete Streets Prioritization Plan.**

- Duration should include the additional 4-8 weeks required for the development and award of the contract.