

CITY OF CAMAS, WASHINGTON

Scope of Work North Urban Growth Area and SR 500 / 6th Avenue Corridor Studies City of Camas Projects S-602 and S-603

INTRODUCTION

HDJ Design Group and their Consultant team have been selected by the City of Camas to perform traffic modeling, alignment analysis, environmental review, public involvement process and other related planning and engineering for the North Urban Growth Area Corridor Study and SR 500 Corridor Study.

The project team includes:

- HDJ Design Group – Project Management, alignment and cross section alternatives, cost estimating, alternatives analysis, public involvement
- BergerABAM – Environmental review, planning, and structural review
- DKS Associates – Traffic modeling, transportation planning

These two corridor studies are locally funded and will result in preferred alignments and corridor sections being forwarded to the Camas City Council for potential adoption within the City's Comprehensive Growth Plan or other planning and technical documents.

PROJECT DESCRIPTION/BACKGROUND

The North Urban Growth Area (NUGA) lies to the north of Lacamas Lake between NE 232nd Avenue and Everett Street (SR 500) within the Camas Urban Growth Boundary. This corridor study seeks to identify the preferred alignment for an arterial connection through this area which will provide transportation connections for future development and economic growth within the area. The area is constrained by steep slopes, hydric soils, sensitive lands and future development potential of the impacted parcels.

The SR 500 and NW/NE 6th Avenue Corridor Study spans approximately 3.5 miles along SR 500 and 6th Avenue corridors from the east side of the NUGA through downtown Camas and to the west edge of the Camas City Limits. Each end of the corridor will also serve as a gateway into the City, which is being evaluated through a separate process. The corridor is currently developed to varying levels and the corridor study will identify additional features necessary to provide the desired multi-modal functionality throughout the corridor.

ASSUMPTIONS:

- Study timeline will span from 2015 into early 2016
- Only two alternative alignments will be evaluated for the NUGA Corridor Study
- Two alternative cross sections will be developed and evaluated for each section of the SR 500 / 6th Avenue Corridor Study.

SCOPE OF WORK

TASK 1: PROJECT MANAGEMENT AND ADMINISTRATION

HDJ will oversee project tasks and coordinate with City representatives to manage the scope, schedule and budget throughout development of the corridor studies.

Subtask 1.1 – Contract Administration, Invoicing, and Progress Reports

- Prepare and submit monthly invoices. Each invoice will include: date period covered by invoice, number of hours worked during the billing period with billing rates shown; expenses and associated mark-ups; total cost for labor and expenses for the billing period; subconsultant fees including markups for the billing period; and a total amount summarizing labor, expenses, and subconsultant fees. The only markup for subconsultants will be for the B&O Tax, no additional markup will be included in the billing by HDJ.
- Prepare a Contract Summary Report to accompany the monthly invoices. The Contract Summary Report will list the total amount billed to with the current invoice, amount billed to date, and total amount remaining for each task.
- Prepare a brief Project Status Report to accompany the monthly invoices. The Project Status Report will include: date period covered by Status Report, brief summary of work performed during the billing period, a brief summary of completed and/or upcoming project milestones, and action items needed from the City for project delivery. HDJ will monitor the status of the budget and take corrective actions to correct undesirable budget trends involving the City if scope is impacted.

Deliverables

- Monthly invoices, Contract Summary Reports, and Project Status Reports.
- Project Documentation, upon request

Subtask 1.2 – Meetings

This item includes the preparing for and facilitating regular meetings to successfully complete the project.

- HDJ will schedule up to six Project team meetings and prepare meeting agendas. This includes a Project kick-off meeting, and monthly progress meetings with City staff.

Deliverables

- Meeting Agendas and Meeting Summaries delivered within 5 working days of the meeting

Subtask 1.3 – Management, Coordination, and Direction

- HDJ will provide management, coordination, and direction to the Project team in order to complete the project on time and within budget.
- HDJ will prepare and maintain a project schedule. The schedule will identify both Consultant and City tasks, major milestones, and deliverables. The schedule will be updated as circumstances require up to a maximum of two updates.

Deliverables

- Project Schedule & Schedule Updates

TASK 2: DATA COLLECTION

HDJ will collect readily available data to develop the background data for each study corridor to provide the baseline for each analysis

Subtask 2.1: Base Map

- Compile GIS based data of existing features including contours, soil types, wetland boundaries, property lines, water bodies, streets, and other features available from Clark County GIS.
- Utilize contours to create surface model for North Urban Growth Area for use in evaluating arterial corridors.

Subtask 2.2: Site Visits

- Consultant will conduct two site visits to review existing field conditions and potential corridor impacts.

Subtask 2.3: Project Photos

- Consultant will take project photos at representative locations along each corridor study for use in presentation to stakeholders, city council, and open houses.

Deliverables

- Base map
- Project Photos

TASK 3: TRAFFIC ENGINEERING –

Subtask 3.1 – North Urban Growth Area

The traffic analysis for the North Urban Growth Area Corridor Study will include the following:

- Review of relevant transportation data, traffic volumes, and information from the most recent Camas TIF update (May 2012) and from other recent transportation studies. No new traffic counts will be collected as part of this study.
- The limits of the study area extend from NE 28th Street to approximately the SR 500/NE Leadbetter Road intersection.
- Update the Camas TIF Model (developed by DKS) with the latest RTC trip table information from RTC's recent travel demand model update to generate year 2035 traffic volume estimates at up to five key study area intersections.
- Based on the updated Camas TIF 2035 Model, determine lane configurations requirements, turn pocket storage lengths and intersection control options (including level of services and V/C ratios) for up to five key study area intersections. Lane configurations shall be compared with previously assumed roadway network, lane configuration and intersection control requirements.
- Prepare a draft and final traffic analysis memorandum that summarizes the findings and analysis results. Consideration of alternative intersection control treatments (roundabouts, traffic signals, two-way and four-way intersections) to provide flexibility of following parcel lines and minimization of right-of-way impacts will be made.

Deliverables:

- Draft and Final Traffic Analysis Memorandum.

Subtask 3.2 – SR 500 Corridor Traffic Analysis

An existing conditions transportation analysis of the SR-500 and NE/NW 6th Avenue Corridor will be prepared that documents existing conditions for motor vehicles, pedestrians, bicycles and transit along the corridor. The limits of the study area extend from the NW 6th Avenue/NW Norwood Street intersection to approximately 500 feet south of SR 500/NE 3rd Street intersection. Available relevant transportation data, traffic volumes, and information from the most recent Camas TIF update (May 2012) and from other recent transportation studies will be reviewed and utilized. New AM and PM peak hour traffic counts will be collected at up to five study area intersections. Existing level of service based on the Highway Capacity Manual will be determined for AM and PM peak hour conditions at up to seven intersections (five intersections using new traffic count data and up to two additional intersections using historical traffic count data). These seven intersections will include: NW 6th Avenue/NW Norwood Street, NW 6th Avenue/NW Ivy Street, NE Adams Street/NE 6th Avenue, NE Garfield Street/NE 6th Avenue, NW Everett Street/NW Lake Road, SR 500/NW 43rd Avenue, and SR 500/NE Leadbetter Road. A crash history analysis (up to three years of collision data) for the corridor will be performed to identify “hot spot” locations, accident rates and key safety trends. Parking occupancy and turnover will be collected for a four-hour period over two different days along NE 6th Avenue from Adams Street to Garfield Street.

A draft and final existing transportation analysis memorandum will be prepared that summarizes the findings and analysis results.

DKS will support HDJ in developing the draft and final goal, objectives and evaluation criteria for the corridor.

The Camas TIF Model (developed by DKS) will be updated with the latest RTC trip table information from RTC's recent travel demand model update to generate year 2035 traffic volume estimates at up to seven key study area intersections. Based on the updated Camas TIF 2035 Model, lane configuration

requirements, turn pocket storage lengths and intersection control options (including level of services and V/C ratios) for the seven key study area intersections will be determined. Differences in traffic volume projections and transportation recommendations between the current TIF model and the updated TIF model (including new RTC model updates) will be identified. A draft and final future transportation analysis no-build memorandum will be prepared that summarizes the findings and analysis results.

Consideration of the effect of potential changes to the size, location and access to Camas High School on traffic operations and circulation will be qualitatively addressed. One scenario for the high school will be quantitatively analyzed as part of the traffic assessment.

The transportation analysis as described above will determine the lane configuration needs for the corridor necessary to meet the City's level of service standard in the year 2035 (future transportation analysis no-build). The next step will be to identify system constraints such as intersections, right-of-way, environmentally sensitive areas or other constraints. DKS will support HDJ in developing cross section options, and will develop options for pedestrian crossings, protected bike lanes and other multi-modal features. It is anticipated that right-of-way impacts will be minimized or eliminated throughout the corridor. Access management needs and benefits will be considered along the corridor. For this analysis and alternatives development, the corridor will be broken into the following six segments:

- SR-500 - North urban growth line Lake to NE Lake Road
- NE Lake Road to NE 23rd Avenue
- NE 23rd Avenue to NE 14th Avenue
- NE 14th Avenue / Garfield Street to NE 6th Avenue
- NE 6th Avenue from SR 500/NE Garfield Street to NE Adams Street
For this segment a preliminary analysis of issues and concerns associated with converting 3rd Avenue to a 'Downtown Mall' between Adams Street and Dallas Street will also be developed. See paragraph below.
- NW 6th Avenue from NE Adams Street to NW Norwood Drive
For this segment, include a determination regarding if the four-lane section is necessary or if a "road diet" to three-lanes would be more optimal

A separate traffic analysis will be conducted to evaluate the short and long term traffic impacts of modifying the cross-section of NE 3rd Avenue from NE Dallas Street to NE Adams Street to incorporate a "Downtown Mall" motif with one travel lane in each direction with on-street parking. Consideration of adding curb extensions with wider sidewalks to the cross-section will be evaluated. AM and PM peak hour vehicle turn movement counts will be collected at the NE 3rd Avenue/NE Adams Street and NE 3rd Avenue/NE Dallas Street intersections along with a 24-hour vehicle volume/speed/roadway classification count along NE 3rd Avenue. Lane configuration needs both short and long term will be evaluated at the NE 3rd Avenue/NE Adams Street and NE 3rd Avenue/NE Dallas Street intersections. Constraints, issues and challenges to these modifications will be developed. This study will not evaluate cross section alternatives for Dallas Street between 3rd Avenue and 6th Avenue or impacts to the cross section of 6th Avenue between Dallas Street and Adams Street. The findings of this traffic analysis will be summarized in a separate draft memorandum (not to exceed four pages in length). The final memorandum will incorporate comments on the draft memorandum.

DKS will support HDJ in developing the draft and final alternatives analysis memorandum including, travel required travel lanes and evaluations of bicycle and pedestrian features.

Deliverables:

- Draft and Final Existing Transportation Analysis Memorandum
- Draft and Final Future Transportation Analysis No-Build Memorandum
- Draft and Final NE 3rd Avenue Traffic Analysis Memorandum

TASK 4: ENVIRONMENTAL REVIEW

To determine the general extent of wetlands, streams, and/or fish and wildlife habitat that could be impacted by both the North Urban Growth Area Corridor and the SR 500 / 6th Avenue Corridor, BergerABAM will review existing documentation and GIS data, and conduct a brief ‘windshield’ site survey, and if necessary, conduct up to four hours of field evaluation for selected site areas. At the beginning on the project, one BergerABAM natural resource member will attend one 1-hour meeting at HDJ’s offices.

BergerABAM will use base maps prepared by HDJ and data gathered from windshield surveys to review existing site conditions. BergerABAM will prepare a site-specific existing environmental conditions memorandum summarizing the findings of this work. The existing conditions memorandum will include a matrix that summarizes the anticipated permits needed, the permitting agency, general timelines, and the requirements of each permit.

Assumptions

- Corridor area will be investigated through portions of the corridor readily accessible by vehicle or on foot within the North Urban Growth Area corridor.
- Access to private properties will be coordinated by the City and up to eight hours of field evaluation for selected site areas.
- Survey activities will not be conducted.
- One round of revisions to the environmental conditions memorandum will be completed based on client comments.
- A formal wetland delineation and stream determination is not included.

Deliverables

- Attendance by one BergerABAM natural resource member at one, 1-hour meeting at HDJ’s offices.
- Existing conditions windshield survey, and up to eight hours field evaluation for selected site areas
- Draft and final environmental conditions memorandum including permit matrix

TASK 5: NORTH URBAN GROWTH AREA CORRIDOR ALTERNATIVES

This task includes identifying and evaluating alignment alternatives, coordination with WSDOT, evaluating impacts to future development and compiling the overall corridor study document.

Subtask 5.1: Alignment Alternatives

- Identify topographic constraints, soils, environmental constraints within the NUGA boundaries
- Develop two alternative alignment corridors through the NUGA
- Utilize information provided by property owners through stakeholder interviews to identify

- opportunities and constraints for alternative alignments.
- Identify key connection points to existing corridors including 3rd Street, 9th Street, and 14th Street.
- Develop Evaluation Criteria and criteria weighting in conjunction with City Staff
- Develop alignment alternatives that reduce impacts to future development and minimize uneconomic reminder parcels
- Evaluate Environmental impacts of each alternative
- Evaluate construction phasing to break corridor into segments
- Develop cost estimates for each alternative broken into each segment
- Rate each alternative and review rating with City Staff
- Develop presentation exhibits illustrating each alternative
- Develop narrative of alternatives development, evaluation and selection for submittal to City.
- Meet with City staff throughout alternatives analysis process to discuss alternatives development, evaluation criteria, rating, and selection. (Task 1)
- Present findings at City Council meeting and Open House (Task 8)

Assumptions

- Connection to SR 500 is located near the intersection with Everett Drive
- Connection to north is located along NE 242nd Avenue alignment
- Only conceptual connections to 3rd Street, 9th Street, and 14th Street will be developed

Deliverable

- Meeting Notes from review meetings
- Draft and Final Alternatives Analysis Document (PDF Format)

Subtask 5.2: Corridor Study

HDJ will compile the Alternatives Analysis, Environmental Review, Traffic Studies, Site Planning, into a single document for submittal to the City.

Deliverables

- Draft and Final Corridor Study Document (PDF Format)

TASK 6: SR 500 CORRIDOR ALTERNATIVES

The SR 500 Corridor Study will be broken up into six distinct sections, each with individual priorities, objectives and challenges. The six segments are as follows:

Segment 1 - SR 500 – North Urban Growth Line to NE Lake Road:

- Accommodate anticipated redevelopment within segment
- Preserve representation of historic nature of Camas
- Evaluate improvements / replacement of existing bridge
- Camas High School may be looking to expand and generate additional trips
- Evaluate connections with NUGA Corridor Study

Segment 2 - NE Lake Road to NE 23rd Avenue

- Accommodate redevelopment potential within segment
- Evaluate planned improvements to Camas Produce site
- Develop schematic layout of roundabout at intersection of SR 500 and Lake Road. Include inscribed diameter, entry angles, number of lanes, centerline radii, and anticipated property impacts
- Base assumption is this section will be three lane section with bike lanes

Segment 3 - NE 23rd Avenue to NE 14th Avenue

- This section has been restriped by WSDOT and includes three lane section with bike lanes
- On-Street parking has been removed to make room for bike lanes
- May need to revisit the 14th Avenue / Everett intersection configuration
- Confirm new section provides traffic capacity for study horizon
- Evaluate potential for protected bike lanes and enhanced pedestrian crossings

Segment 4 - NE 14th Avenue / Garfield Street to NE 6th Avenue

- This section has been recently restriped by WSDOT
- NE 14th Avenue consists of two lanes with bike lane on north side only and parking on south side only
- Garfield Street consists of three lane with bike lane on east side only
- Confirm new section provides traffic capacity for study horizon
- Evaluate potential for protected bike lane in downhill direction

Segment 5 - NE 6th Avenue from Garfield Street to Adams Street

- Parking and pedestrian mobility are key issues to address
- Evaluate intersection control for 6th and Adams and 6th and Dallas Street.
- Provide traffic mobility while preserving economic development potential

Segment 6 - NE 6th Avenue from Adams Street to Norwood Drive

- Evaluate 'road diet' treatment to add bike lanes and center turn lane
- Implement sidewalks on both sides of street
- Provide flexibility for gateway treatment at Norwood Drive

Subtask 6.1: Cross Section Alternatives

- This task will incorporate the results from the SR 500 Traffic Analysis in Subtask 3.2 to develop recommended cross sections for each segment.
- For Segment 1, 2, 5, and 6, develop up to two alternative cross sections, illustrating opportunities to create a multi-modal corridor.
- Identify environmental, right of way, parking, transit impacts for each alternative
- Develop draft and final Goals, Objectives, Evaluation Criteria, and criteria weighting in conjunction with DKS and City Staff. The goals and objectives will be coordinated with the on-going Camas Comprehensive Plan update.
- Develop cost estimates for each cross section alternative
- Rate each alternative according to the Evaluation Criteria and review rating with City Staff
- Develop presentation exhibits illustrating each alternative cross section
- Develop narrative of alternatives development, evaluation and selection for submittal to City.
- Meet with City staff throughout development of cross sections to discuss alternatives development, evaluation criteria, rating, and selection (Task 1)

- Present findings at City Council meeting and Open House (Task 9)

Cross-section options will be developed for key areas along the corridor to demonstrate how to allocate space within the right-of-way to different modes (auto, bike, pedestrians or transit) or for other treatments such as on-street parking, landscaping, medians, water detention and other needs. Specific intersection treatments will be developed at key locations.

The Alternatives Analysis Memorandum will identify:

- Goals, Objectives, Evaluation Criteria, Weighting and Evaluation of each cross section alternatives for each segment.
- The preferred roadway cross-section for the each segment along the corridor
- Potential phased transportation improvement program for the corridor
- Implementation cost for each element of the transportation improvement program

Deliverables

- Draft and Final Alternatives Analysis Document (PDF Format)

Subtask 6.2: Corridor Study

HDJ will compile the Alternatives Analysis, Environmental Review, and Traffic Studies into a single document for submittal to the City.

Deliverables

- Draft and Final Corridor Study Document (PDF Format)

TASK 7: STRUCTURAL REVIEW

BergerABAM will provide planning level structural engineering assistance for both the North Urban Growth Area and SR 500 / 6th Avenue Corridor Studies. The services provided will generally be limited to identification of structure options at several locations where structures may be required when the corridor is developed. Planning level unit costs will be provided to HDJ for the structures considered.

At the onset of the project, one BergerABAM engineering staff will attend up to two 1-hour meetings at HDJ's offices and will conduct one two-hour site visit for the purpose of site reconnaissance.

Task 7.1 North Urban Growth Area - This segment will evaluate two corridor strategies, a traditional arterial alignment and a potential roundabout corridor. Both of these corridors may require cut and/or fill retaining structures along the northwest portion of the NUGA. BergerABAM will provide HDJ with appropriate structure types and typical unit costs of construction for slope stabilization, cut, and fill retaining structures.

The corridors may also cross small streams requiring either culverts or short bridges. BergerABAM will provide typical unit costs for construction of short-span bridges and culverts.

Task 7.2 SR 500 / 6th Avenue Segment - This segment crosses the channel that connects Lacamas Lake with Round Lake. At this location SR 500 crosses this channel on an existing 2-lane bridge. A

bicycle/pedestrian structure is located along the east side of this bridge. BergerABAM will assist HDJ with the evaluation of bridge replacement options and planning level costs to support a widened corridor. A summary memorandum documenting structure options and unit cost will be provided for client review and one round of revisions will be completed based on client comments.

Assumptions

- Scope is limited to the identification of appropriate retaining structure, culvert, and bridge types, and the establishment of unit costs for these structures
- One round of revisions to the summary memorandum will be completed based on client comments.

Deliverables

- Attendance by one BergerABAM engineer at up to two 1-hour meetings at HDJ's offices.
- Draft and final summary memorandum documenting structure options and unit costs

TASK 8: PUBLIC INVOLVEMENT – NORTH URBAN GROWTH AREA

Subtask 8.1 – NUGA Stakeholder Interviews

HDJ will conduct one-on-one interviews with up to 8 property owners within the North Urban Growth Area. These meetings will be held to understand previous commitments, discuss the study objectives, discuss current and potential redevelopment strategies, potential corridor alignments and the overall study process. The City will take the lead on sending a letter to these stakeholders introducing them to the project and notifying them of the City's desire to meet with them. The Consultant will take the lead in scheduling, preparing for, and facilitating the stakeholder interviews.

HDJ will create a summary report of stakeholder comments, findings, and key observations. One draft copy of this report will be provided to the City for review. The Final Report will incorporate City comments and will be provided to the project team members and to the City's project staff.

Assumptions

- City will prepare and send introduction letter to stakeholders
- The City will develop and provide a list of contact information for the stakeholders
- Up to 8 stakeholders will be interviewed
- Stakeholder meetings will be conducted in Camas
- Consultant will schedule and conduct all interviews
- City will facilitate use of a City venue for the stakeholder interviews

Deliverables

- Draft summary report of stakeholder findings and key observations (one electronic copy)
- Final summary report of stakeholder findings and key observations (one electronic copy)

Subtask 8.2 – NUGA Agency Coordination

HDJ and DKS will coordinate with WSDOT regarding the nature and expectations associated with the connection from the corridor to SR 500 (Everett Street). Issues related to traffic capacity, level of service, sight distance and future growth will be covered.

Deliverables

- One coordination meeting with WSDOT staff and meeting notes. (PDF format)

Subtask 8.3 – NUGA Corridor Open House

HDJ will support the City in the preparation, and facilitation of one public open house for the North Urban Growth Area portion of the study. The open house will provide a forum to present the corridor alignment and intersection alternatives, evaluation criteria, and preferred alternative. The public will be provided the opportunity to offer feedback and express questions or concerns regarding the preferred design concept.

For the open house, the HDJ will develop necessary displays, provide staffing for the meeting, and advertising/public notice for the meeting. HDJ will prepare materials for the open house, comment forms/questionnaires, sign-in sheets, staff name tags, and meeting signage. The comment form will solicit comments from the meeting attendees. HDJ will prepare a summary of the meeting, including tabulation of the written comments received and will provide this to the City.

Assumptions

- The City will secure the use of a facility for the Open House.
- The City will provide key staff to attend the open house.
- Open house will be advertised through project mailers and in the local newspaper.
- One round of City review of the meeting materials, and meeting notes.
- The City will be responsible for advertisements in the local newspaper.

Deliverables

- Set-up, staffing, and facilitation of public open house
- Meeting notes including summary of comments received from the open house (one electronic copy)
- Meeting materials: sign-in sheets and comment forms (one electronic copy plus hard copies for the meeting)

TASK 9: PUBLIC INVOLVEMENT – SR 500 / 6th AVENUE CORRIDOR

Subtask 9.1 – SR 500 Stakeholder Group Meetings

HDJ will work with City staff to identify groups of landowners and business owners along each study segment that share common features and will have similar impacts. Potential stakeholder groups include Camas Downtown Association, Georgia Pacific, Camas School District, and Chamber of Commerce. HDJ will coordinate stakeholder meetings with each group to discuss the study objectives, parking and circulation needs, potential redevelopment or expansion opportunities, previous commitments, potential corridor cross sections, and the overall study process. HDJ will work with the City to coordinate with the Camas School District regarding future expansion plans and potential

impacts to the access point to Everett Street (SR 500). The City will take the lead on sending a letter to these stakeholders introducing them to the project and notifying them of the City's desire to meet with them. HDJ will take the lead in scheduling, preparing for, and facilitating the stakeholder group meetings.

HDJ will create a summary report of stakeholder comments, findings, and key observations. One draft copy of this report will be provided to the City for review. The Final Report will incorporate City comments and will be provided to the project team members and to the City's project staff.

Assumptions

- City will prepare and send introduction letter to stakeholders
- The City and HDJ will work together to develop the list of stakeholder groups
- Up to 4 groups will be interviewed
- Stakeholder group meetings will be conducted in Camas
- Consultant will schedule and conduct all group meetings
- City will facilitate use of a City venue for the group meetings

Deliverables

- Draft summary report of stakeholder findings and key observations (one electronic copy)
- Final summary report of stakeholder findings and key observations (one electronic copy)

Subtask 9.2 – SR 500 Agency Coordination

HDJ and DKS will coordinate with WSDOT regarding the nature and expectations associated with the SR 500 (Everett Street) Corridor. Coordination will include intersection control options, bike lanes, level of service expectations, parking and access management concerns and existing concerns along the corridor.

Deliverables

- Two coordination meetings with WSDOT staff during the course of the study

Subtask 9.3 – SR 500 Open House

HDJ will support the City in the preparation, and facilitation of one public open house for the SR 500 / 6th Avenue Corridor portion of the study. The open house will provide a forum to present the cross section options for each segment, intersection control, evaluation criteria, and preferred alternatives. The public will be provided the opportunity to offer feedback and express questions or concerns regarding the preferred design concept.

For the open house, the HDJ and DKS will develop necessary displays, provide staffing for the meeting, and advertising/public notice for the meeting. HDJ will prepare materials for the open house, comment forms/questionnaires, sign-in sheets, staff name tags, and meeting signage. The comment form will solicit comments from the meeting attendees. HDJ will prepare a summary of the meeting, including tabulation of the written comments received and will provide this to the City.

Assumptions

- The City will secure the use of a facility for the Open House.
- The City will provide key staff to attend the open house.
- Open house will be advertised through project mailers and in the local newspaper.
- One round of City review of the public meeting plan, meeting materials, and meeting notes.
- The City will be responsible for advertisements in the local newspaper.

Deliverables

- Set-up, staffing, and facilitation of public open house
- Meeting notes (one electronic copy)
- Meeting materials: sign-in sheets and comment forms (one electronic copy plus hard copies for the meeting)
- One summary of written comments received from the open house

CITY DELIVERABLES TO THE CONSULTANT

Project Coordination

The City will assist the Consultant in managing relationships with other jurisdictions involved in the project, adjacent property owners and the public. The City will provide staff to meet and discuss the project with the Consultant as needed. The City will provide written comments pertaining to the design submittals.

Right of Entry Permits

The City will obtain the right of access to private parcels within the project corridor. The Consultant will identify parcels where entry is required.

Deliverables

- Project coordination
- Right of Entry permits