May 27, 2009

To: ACHD Commission, Director, Deputy Directors

From: Sabrina Anderson, Planning and Programming Manager

Subject: Staff Report- ACHD Commission Meeting June 10th - Consent Agenda
Interagency Agreement with Valley Regional Transit (VRT)
State Street Traffic & Transit Operations Plan

Executive Summary:
Staff is seeking approval of an Interagency Agreement defining how ACHD and VRT will collaborate in the “State Street- Traffic and Transit Operations Plan” to define how to best integrate transit, traffic, and land use aspects of corridor operations. The Plan will enhance ACHD’s ability to make future signal system improvements and roadway capacity enhancements, to make access management decisions and to evaluate impacts from Transit Oriented Developments (TOD)’s. VRT and ACHD have jointly selected the consultant and will jointly manage the Plan after execution of the contract.

ACHD Planning and Programming has budgeted $125,000 for purposes of traffic and shared tasks (defined in the contract) and VRT has budgeted at least $200,000 for purposes of transit and shared tasks. Kittleson and Associates has been selected through an intensive RFP process as the preferred consultant and a satisfactory contract has been negotiated. The Plan is expected to last approximately 15 months. Most of the public involvement tasks will be conducted by the ACHD Communications Department.

Policy Implications:
The State Street Traffic and Transit Operations Plan will define the terminus on each end of the corridor for the transit line as it integrates with multi modal and rail planning in Downtown Boise and the City of Eagle. The Plan will tackle assumptions related to capacity of State Street, and explore operational issues such as queue jumping and transit preference. The location of a future Bus Rapid Transit (BRT) line will be identified in concert with possible ITS solutions. Implementation options will be presented in the final report in 3-5 year increments as well as possible funding sources

<table>
<thead>
<tr>
<th>Work Area</th>
<th>Results of Tasks</th>
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<tbody>
<tr>
<td>Corridor and transit route to connect each terminus</td>
<td>Define the terminus and routing of the transit system through Eagle and Downtown Boise</td>
</tr>
<tr>
<td>State Street Transit Service Operations Plan</td>
<td>Transit operations plan presented in 3-5 year increments to complete high capacity transit system with timelines for each</td>
</tr>
<tr>
<td>Current and projected traffic conditions</td>
<td>Determines existing and future traffic conditions at 31 intersections to define the traffic and transit interaction.</td>
</tr>
<tr>
<td>Locations and characteristics of Transit Oriented Developments within corridor</td>
<td>Establish planned land use and appropriate roadway configurations</td>
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ACHD Legal Department has reviewed and approved the Interagency Agreement.

**Fiscal Implications:**

$100,000 had been budgeted in the 2009 Planning and Programming Department’s budget and $25,000 in the 2010 budget for a total of $125,000. VRT has budgeted at least $200,000 of federal funds, with a possibility of adding additional federal funds for identified contingent tasks. As a large portion of the Plan will actually occur in 2010, a portion of the funds originally budgeted in 2009 will be rebadged into 2010.

The tasks that each agency is funding have been identified in the attached exhibits:

**Exhibit A** - Scope of Work

**Exhibit B** - Approved Labor Hours for the Project

Transit Tasks are those that primarily benefit VRT and are identified as 6.1 through 6.7 and 9.1.2 in the aforementioned exhibits. Traffic Tasks are those that primarily benefit ACHD and are identified as 4-1.1 through 4-1.5 and 7.1 through 7.4 in the aforementioned exhibits.

Shared Tasks are those that assist in the accomplishment of the Project as a whole and benefit both VRT and ACHD and are identified as A-1 through A-4, 0.1 through 0.4, 2.1 through 2.4, 3.1 and 3.3, 4-1.6, 4-2.1 through 4-2.4, 7.6, 9-1.1, 9-1.3 through 9-1.5, 11.1 through 11.3, 11.4 and 11.5 in the aforementioned exhibits.

Although VRT and ACHD are in agreement with respect to the full scope of work, set forth in Exhibit “A”, this contract is only agreeing to the funding of the Primary Tasks specifically identified in the Scope of Work set forth in the Exhibit “A” and the approved labor hour estimates set forth in Exhibit “B”. Contingent Tasks may be brought into the Project as funds become available and such contingent tasks are subject to clearly defined additional funding sources and must be approved in writing by VRT and ACHD. Like the Primary Tasks, Contingent Tasks are divided into Transit, Traffic, and Shared Tasks Categories.

**Alternatives:**

1. Sign interagency agreement with VRT
2. Do not sign interagency agreement with VRT
3. Remand interagency agreement with VRT back to staff for changes

**Recommendation:**

1. Sign interagency agreement with VRT

*****
INTERAGENCY AGREEMENT BETWEEN
VALLEY REGIONAL TRANSIT
AND
ADA COUNTY HIGHWAY DISTRICT
FOR
STATE STREET – TRAFFIC AND TRANSIT OPERATIONS STUDY

THIS INTERAGENCY AGREEMENT ("Agreement") is entered into this ___ day of May, 2009, by and between VALLEY REGIONAL TRANSIT, the regional public transportation authority ("VRT"), and ADA COUNTY HIGHWAY DISTRICT, a public body, corporate and politic ("ACHD").

RECITALS

A. VRT is the regional public transportation authority created to serve Ada and Canyon Counties, pursuant to Chapter 21, Title 40, Idaho Code, and as a result of the November 3, 1998 public referendum. VRT provides publicly funded or publicly subsidized public transportation services and programs in Ada and Canyon Counties.

B. ACHD is the single countywide highway district in and for Ada County, Idaho created pursuant to Idaho Code, Chapter 14, Title 40, and has exclusive jurisdiction over the public right-of-way.

C. ACHD is dedicated to reducing traffic congestion and improving air quality by providing alternative public transportation and entering into cooperative agreements with VRT.

D. Idaho Code § 40-2109(7) provides that VRT may enter into cooperative agreements with the state, other authorities, counties, cities and highway districts under the provisions of Idaho Code § 67-2328, which expressly authorizes public agencies to enter into agreements with one another for cooperative action for purposes within the power, privilege, or authority of said agencies.

E. VRT and ACHD desire to cooperate in the funding and planning of the project titled “State Street – Traffic and Transit Operations Study” (hereinafter, the “Study”) to study how to best integrate transit, traffic and land use aspects of a corridor operations. The Study will enhance ACHD’s ability to make future signal system improvements and roadway capacity enhancements, to make access management decisions and to evaluate impacts from Transit Oriented Developments (TODs).

F. VRT and ACHD acknowledge that the Study shall be a funding partnership between VRT and ACHD pursuant to the terms and conditions of this
Agreement. To that end, VRT and ACHD shall jointly select and manage any consultant ("Consultant") hired with respect to the Study, and each has budgeted funds for the Study as follows: VRT has budgeted $200,000 for purposes of Transit and Shared Tasks (defined below); and ACHD has budgeted $125,000 for purposes of Traffic and Shared Tasks (defined below).

AGREEMENT

NOW, THEREFORE, in consideration of foregoing recitals, which are made a part of this Agreement and not mere recitals, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, it is mutually agreed as follows:

ARTICLE 1
DEFINITIONS

As used in this Agreement, the following words when capitalized have the meanings herein stated:

1.1 ACHD shall mean the Ada County Highway District, a body politic and corporate of the State of Idaho, whose address is 3775 Adams Street, Garden City, Idaho 83714-6447.

1.2 VRT shall mean Valley Regional Transit, the regional public transportation authority for Ada and Canyon counties, whose address is 830 N. Main St., Suite 230, Meridian, ID 83642.

1.3 PROJECT shall mean the Study and the (i) work related thereto, as described in the Scope of Work attached hereto as Exhibit A and made a part hereof, and (ii) the approved labor hours for the Project, as set forth in Exhibit B, attached hereto and made a part hereof. Generally, Exhibit A sets forth the tasks involved to be performed by the Consultant selected by ACHD and VRT and the Consultant’s cost estimate for the PROJECT, and Exhibit B sets forth the approved labor hour estimates associated with the PROJECT.

The “Primary Tasks” to be performed by the Consultant are generally divided into three (3) categories, Transit, Traffic and Shared Tasks, as follows:

(i) Transit Tasks shall mean those that primarily benefit VRT and are identified as 6.1 through 6.7, and 9-1.2 in the aforementioned exhibits.

(ii) Traffic Tasks shall mean those that primarily benefit ACHD and are identified as 4-1.1 through 4-1.5, and 7.1 through 7.4 in the aforementioned exhibits.

(iii) Shared Tasks shall mean those that assist in the accomplishment of the PROJECT as a whole and benefit both VRT and ACHD, and are identified as A-1 through A-4, 0.1 through 0.4, 2.1 through 2.4, 3.1 and 3.3, 4-1.6, 4-2.1 through 4-2.4,
1.4 Although VRT and ACHD are in agreement with respect to the full Scope of Work set forth in Exhibit A, they are committing only to (i) the funding of the Primary Tasks specifically identified in the Scope of Work set forth in Exhibit A and (ii) the approved labor hour estimates set forth in Exhibit B. “Contingent Tasks” shall be means those additional tasks to be performed by the Consultant that may be brought into the PROJECT as funds become available and such Contingent Tasks are approved. However, all approvals of Contingent Tasks (i) are subject to clearly defined additional funding sources and (ii) must be evidenced in writing in advance by VRT and ACHD, or an authorized representative of each. Contingent Tasks are those in the aforementioned exhibits which were not specifically identified in Section 1.3. Like the Primary Tasks identified in Section 1.3, the Contingent Tasks are generally divided into Transit, Traffic, and Shared Task categories, as follows:

(i) Contingent Transit Tasks are those that primarily benefit VRT and are identified as 4-2.5 and 4-2.6, 9-2.2 and 9-2.3, and 10.1 through 10.4 in the aforementioned exhibits.

(ii) Contingent Traffic Tasks are those that primarily benefit ACHD and are identified as 7.5 in the aforementioned exhibits.

(iv) Contingent Shared Tasks are those that assist in the accomplishment of the PROJECT as a whole and benefit both VRT and ACHD, and are identified as 1.4, 3.2, 5.1 through 5.7, 8.1 through 8.3, 9-2.1, 9-2.4, and 11.3 in the aforementioned exhibits.

ARTICLE 2
VRT’S RESPONSIBILITIES

VRT AGREES TO:

2.1 The Scope of Work set forth in Exhibit A attached hereto and the Labor Hours Estimate set forth in Exhibit B attached hereto, hereby approving the same.

2.2 Joint administration of the PROJECT with ACHD, with such joint administration including, but not limited to, regular consultation with ACHD regarding management of the PROJECT and inclusion of ACHD in all management decisions.

2.3 Enter into a written agreement with the Consultant selected by VRT and ACHD for the Study to perform the Scope of Work described in Exhibit A attached hereto.

2.4 Adhere to all applicable federal funding requirements related to the PROJECT.
2.5 Make monthly progress payments and the final contract payment to the Consultant in conformance with the terms of the agreement entered into with the Consultant.

2.6 Contribute a minimum of $200,000 towards the PROJECT for Transit and Shared tasks.

2.7 Submit to ACHD a copy of each of the Consultant’s progress payment requests, together with an invoice for ACHD’s share of the PROJECT costs relating to Traffic and Shared tasks earned by and to be paid to Consultant. VRT shall retain all invoices and other documents supporting such payment requests. VRT will submit a final invoice to ACHD within thirty (30) days after completion of the work by the Consultant.

2.8 As part of the scope of the work of the Consultant, or through VRT’s own resources, be responsible for (i) outlining the basic content of a newsletter for the Project, (ii) creating and maintaining a stakeholder database for the Project, (iii) creating talking or speaking points as may be needed by VRT, (iv) coordinating any citizen advisory committees, and (v) hosting and creating the web-site for the Project.

2.9 Provide to ACHD an electronic copy of all data and the results of the Study.

ARTICLE 3
ACHD’S RESPONSIBILITIES

ACHD AGREES TO:

3.1 The Scope of Work set forth in Exhibit A attached hereto and the Labor Hours Estimate set forth in Exhibit B attached hereto, hereby approving the same.

3.2 Joint administration of the Project with VRT, with such joint administration including, but not limited to, regular consultation with VRT regarding management of the PROJECT and active participation in all management decisions.

3.3 Reimburse VRT for the actual costs of the PROJECT associated with Traffic and Shared tasks up to a maximum of $125,000, with such reimbursement to be made in cash or other immediately available funds within thirty (30) days of receipt of an invoice therefor.

3.4 Consult with VRT on a regular basis and actively participate in management decisions in the administration of the PROJECT, including, without limitation, (i) participation in all team meetings and (ii) review and approval of all PROJECT submittals, deliverables and invoices which ACHD finds to be sufficient and to be accomplished to its satisfaction in accordance with its vision and intent for the PROJECT. In the event that ACHD finds a PROJECT submittal, deliverable or invoice
to be insufficient or unsatisfactory, it shall withhold approval of the same and within ten (10) days of receipt notify VRT and the Consultant in writing of its objection(s) together with suggestions for correcting the deficiencies; provided, however, that any reimbursement to be made by ACHD under Section 3.3 shall not be delayed with respect to any portion of an invoice that ACHD has not so disapproved within said time period.

3.5 Be responsible, at ACHD’s sole cost and expense, for (i) the logistics of open house locations, (ii) creation and placement of sandwich signs, (iii) creation and design of comment sheets, (iv) creation and placement of newspaper ads, (v) creation and mailing of a newsletter(s) for the PROJECT, and (VI) providing a link to VRT’s web page for the PROJECT.

ARTICLE 4
NOTICE; AUTHORIZED REPRESENTATIVE

4.1 Any and all notices required to be given by either of the parties hereto, shall be in writing, other than those instances in this contract wherein oral notice is specifically allowed, and will be deemed communicated when mailed, first class, postage prepaid in the United States mail addressed as follows:

a) VALLEY REGIONAL TRANSIT
   Attn: ______________________
   830 N. Main St., Suite 230
   Meridian, ID 83642

b) ADA COUNTY HIGHWAY DISTRICT:
   Attn: Sabrina Anderson
   Planning and Programming Manager
   Ada County Highway District
   3775 Adams Street
   Garden City, Idaho 83714-6447

4.2 The persons identified in a) and b) above are hereby designated as the initial authorized representatives of VRT and ACHD, respectively. By notice given pursuant to Section 4.1, different or additional authorized representatives may be designated.

ARTICLE 5
MISCELLANEOUS PROVISIONS

5.1 The effective date of this Agreement will be immediately after all entities have approved such Agreement and official signatures have been affixed.

5.2 Either party shall be entitled to assign this Agreement to an entity which is either statutorily authorized to be its successor or is an entity controlled by the assigning party, provided that such assignee assumes all the obligations, warranties, covenants and agreements of the assigning party herein contained. Otherwise, neither party shall be
entitled to sell, assign or otherwise transfer this Agreement or any of its rights hereunder without the prior written consent of the other party, which consent will not be granted unless such purchaser, assignee or transferee assumes all the obligations, warranties, covenants and agreements of the assigning party herein contained.

5.3 This Agreement shall be governed by the laws of the State of Idaho.

5.4 This Agreement may be amended only by written instrument signed by both VRT and ACHD, or an authorized representative of each.

5.5 Should any portion of this Agreement be found to be unenforceable by a court of competent jurisdiction such determination shall not void the entire Agreement, but will be limited only to those unenforceable provisions.

5.6 In the event any party to this Agreement is required to initiate or defend litigation with respect to the terms hereof, or the rights granted hereunder, the prevailing party in such litigation shall be entitled to all reasonable attorney’s fees and costs incurred in such litigation.

5.7 This Agreement shall be binding upon and inure to the benefit of the parties, their successors and assigns.

5.8 The person(s) executing this Agreement on behalf of VRT and ACHD represent(s) and warrant(s) due authorization to do so on behalf of the respective entity, and that upon execution of this Agreement, the same is binding upon, and shall ensure to the benefit of the parties to this Agreement.

5.9 This Agreement shall be executed in two counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

5.10 Except as provided otherwise herein, this Agreement and any attachments hereto constitute the entire agreement between VRT and ACHD concerning the subject matter hereof.

5.11 This Agreement is not intended to create, nor shall it in any way be interpreted or construed to create, any third party beneficiary rights in any person not a party hereto.

5.12 Each party to this Agreement shall cooperate fully with the other and execute such further instruments, documents and agreements and give such further written assurances, as may be reasonably requested by the other to better evidence and reflect the transactions described herein and contemplated hereby, and to carry into effect the intents and purposes of this Agreement. The parties shall in all instances cooperate and act in good faith in compliance with the terms, covenants and conditions of this Agreement and each shall deal fairly with the other.
5.13 The terms, covenants and conditions set forth herein shall survive the termination of this Agreement.

5.14 FTA rules and regulations in effect at the time of the execution of this Agreement shall control the interpretation and implementation of this Agreement throughout the term of the Agreement.

5.15 Nothing in this Agreement shall be construed to obligate either party to any indebtedness or liability, in any manner, or for any purpose that would be in violation of the yearly debt limitation imposed by Article VIII, Section 3 of the Idaho Constitution.

IN WITNESS WHEREOF, the parties have hereunto caused this Agreement to be executed, on the day, month and year first above written.

VALLEY REGIONAL TRANSIT

By: _________________________________
    _________________________________, President
    Valley Regional Transit

Attest:

By: _________________________________
Secretary of Valley Regional Transit

By regular/special meeting on __________________________

ADA COUNTY HIGHWAY DISTRICT

By: _________________________________
    Carol A. McKee, President
    Board of Commissioners

Attest:

By: _________________________________
    Director
    Ada County Highway District

By regular/special meeting on __________________________

Exhibit List:
Exhibit A – Scope of Work
Exhibit B – Labor Hours Estimate
State Street Transit & Traffic Operational Plan

Summary of Work (FINAL)

May 5, 2009

PROJECT PURPOSE:

The KAI Team understands that the key objective of this study is to address how transit and traffic operations serve the mobility functions along the State Street Corridor between the proposed Downtown Boise Multi-modal Center and SH 16. The study will define the route, analyze existing and future traffic conditions and TOD opportunities, and develop recommendations on the elements of the transit system. The project tasks will build upon the work from previous studies to identify and select specific improvements that will lead to improved transit. The plan will help VRT and ACHD program incremental transit and traffic improvements on the corridor.

STUDY AREA:

The study area for this project is the State Street corridor with a western terminus of SH 16 and an eastern terminus of the Downtown Multi-modal Center in Boise.

ASSUMPTIONS:

Following are the assumptions and terminology in which the project scope is based upon:

- State Street Transit & Traffic Operational Plan (TTOP) is referred to as the plan, study, project, and State Street TTOP in this scope of work.
- The Kittelson & Associates, Inc. (KAI) Team consists of the following subconsultant firms: URS (URS), Rosemary B. Curtin, Inc. (RBCI), Leland Consulting Group (LCG), and Donald Newlands & Company (NC3D).
- The Project Management Team (PMT) consists of Ada County Highway District (ACHD), Valley Regional Transit (VRTX), and State Street Studies Coordinator (SSSC).
- The Technical Advisory Committee (TAC) shall consist of representatives from the City of Boise, City of Eagle, City of Garden City, ACHD, Idaho Transportation Department (ITD), VRT, COMPASS, and other members that the PMT identifies for the project.
- The Community Involvement Committee (CIC) shall build upon the public involvement and stakeholder agreement from the previous State Street Studies, having representatives from key local groups such as developers, bus riders, media, business owners, key neighborhood associations, and the general public.
SUMMARY OF WORK:

TASK A: PROJECT MANAGEMENT (KAI TO LEAD)

Project management is a crucial element and will include many tasks throughout the project duration. The KAI project manager and assistant project manager will hold up to 12 meetings with the PMT to discuss status of the project, upcoming key decision points, potential issues related to schedule, next steps of the project, and deliverable review and comments. For each PMT meeting, KAI will schedule, provide agendas, and prepare minutes for the PMT. KAI will coordinate with the team’s subconsultants on monthly progress reports and invoices. KAI will submit monthly progress reports and invoices to VRT and provide regular coordination on meetings, conference calls, and e-mails with the entire KAI Team.

**Data or Task Completed by Agency**
- VRT, ACHD, and SSSC to participate in PMT meetings

**Deliverables**
- Monthly invoices and progress reports
- PMT meeting agendas and minutes

**Meetings**
- 12 PMT Meetings

TASK 0: ESTABLISH DECISION PROCESS AND COMMUNICATION PROTOCOLS (KAI TO LEAD)

Prior to beginning project work, KAI will work with the PMT to establish the decision making process and communication protocols to be used throughout the life of the project to ensure meaningful outcomes. As part of this task, the KAI Team will coordinate with the PMT on the formation of the TAC and CIC for this project. An overview of both groups is presented below.

**TAC Overview** - The TAC should build upon the existing State Street Committee. The TAC would be comprised of individuals responsible for making technical recommendations on regional and local issues for each agency involved in the planning process. The KAI Team will present work products to the TAC, seeking consensus amongst the members for technical aspects of the project.

Members of the TAC should include staff from the City of Boise, City of Eagle, City of Garden City, ACHD, Idaho Transportation Department (ITD), VRT, COMPASS, and other members that the PMT identifies for the project. TAC meetings will be coordinated around members’ standing conflicts and held at critical key decision points during the study. It is anticipated that a minimum of three TAC meetings will held during this study. The KAI Team will prepare project notebooks for the use of TAC members in organizing project deliverables, meeting agendas, presentation handouts, and meeting minutes.
CIC Overview - Building upon the public involvement and stakeholder engagement completed in the State Street Corridor Strategic Plan Study, the KAI Team recommends the formation of a CIC. The CIC would have representatives from key local groups such as developers, bus riders, media, business owners, as well as additional members from key neighborhood associations. CIC meetings would also be open to the general public. The CIC is proposed to serve as a sounding board for the PMT and will hold up to three meetings for this study. The general public is foreseen as a contributor to the process through established engagement processes (i.e., questionnaires, newsletters, open CIC meetings, and open houses), which is described in more detail under Task 11. The KAI Team will prepare project notebooks for the use of TAC members in organizing project deliverables, meeting agendas, presentation handouts, and meeting minutes.

KAI will meet with the PMT to review the project schedule, key decision points, and proposed TAC and CIC meetings to ensure buy-in from all groups. The key decision points occur at the completion of the following tasks:

- Decision Point #1: Tasks 0, 1, 2, 3, and 4 (TAC & CIC)
- Decision Point #2: Tasks 5, 6, 7, and 8 (TAC & CIC)
- Decision Point #3: Task 9 (TAC & CIC)

The KAI Team will prepare a summary document of the project procedures, communication protocols, and overall project schedule for this study. A project website will be developed by VRT.

Data or Task Completed by Agency

- PMT to provide direction and coordination with the TAC and CIC members (See Task 11 for public involvement tasks to be completed by agency)

Deliverable

- Establishment of the TAC and CIC
- TAC and CIC project notebooks
- TAC and CIC meeting agendas and minutes
- Draft and Final Documentation: Version of Project Procedures and Communication Protocols (electronic copy only)

Meetings

- 3 TAC Meetings
- 3 CIC Meetings

TASK 1: REFINE STATE STREET PROJECT PURPOSE, OBJECTIVES, AND GOALS (KAI TO LEAD)

The project purpose, goals, and objectives are a critical initial step in the project especially given the inherent trade-offs between accessibility and mobility for both transit and automobiles along the
corridor. During the refinement, the KAI Team will insure that the goals are “SMART” (Specific, Measurable, Agreed, Realistic, and Time-bound).

The State Street Corridor Strategic Plan Study provides a foundation for this study and based on the significant public involvement completed as a part of that project, the PMT will be asked to reaffirm the general direction provided in that effort. The KAI Team will suggest modifications that will take advantage of the innovative analysis techniques to apply to this study. With an established TAC and CIC, KAI will coordinate with the PMT to conduct up to 10 stakeholder interviews. KAI will summarize the stakeholder interviews and State Street TTOP purpose, objectives, and goals. A contingent item under this task is a joint workshop with the TAC and CIC. All contingency tasks are summarized on pages 17 through 24 of this scope of work.

Data or Task Completed by Agency
- PMT to assist with coordination of stakeholder interviews

Deliverable
- Summary of stakeholder interviews (electronic copy only)
- Summary of State Street Corridor Project Purpose, Objectives and Goals (electronic copy only)

Meetings
- 10 Stakeholder Interviews

TASK 2: DOCUMENT EXISTING CONDITIONS IN THE STATE STREET CORRIDOR (KAI TO LEAD)

The KAI Team will summarize the critical elements from the following studies in a matrix format, but not limited to:

- Communities In Motion
- Blue Print for Good Growth
- VRT’s 5-year Strategic Plan
- Blue Print Boise
- Transportation and Land Use Integration Plan
- State Street Corridor Strategic Plan Study
- State Street Market Strategy
- State Street Transit Oriented Development Policy Guidelines
- Idaho 44 Corridor Preservation Study
- State Street Alignment & ROW Study
- High Volume Intersection Study
- 30th Street Master Plan
- Treasure Valley High Capacity Transit Study
- Bus Stop Location Study
- SH 55 Joint Transportation Study
- Treasure Valley ITS Plan
- Roadways to Bikeways
- Northwest Foothills Transportation Study
• Traffic Impact Studies from ACHD

Several of these studies were conducted by members of the KAI Team, which will expedite the review process and understanding of these key elements. In addition to the studies listed above, the KAI Team will review ACHD’s Capital Improvement Program and updated Five-Year Work Plan, ITD’s STIP, other local comprehensive plans, policy documents, and studies that are identified by VRT, ACHD, and other partnering agencies. All of these studies will be reviewed and the key elements that affect State Street and the north/south connecting roadways will be summarized to highlight opportunities and constraints, potential issues with the implementation of this study in the future, and specific data collection elements (i.e., traffic counts, lane configurations, aerial photography, GIS mapping, right-of-way, any planned improvements, and other pertinent information) for use in Tasks 3 through 11. The documentation for existing conditions will be incorporated in Technical Memorandum #2, which will be submitted as part of Task 4.

Additional information that will be collected under this task includes aerial photography and GIS mapping from ACHD for the corridor and affected north-south roadways. The KAI Team will prepare base maps of the study area for use in future tasks, CIC and TAC meetings, and public open house.

Data or Task Completed by Agency

• PMT to provide KAI with electronic copies of all completed and ongoing studies that affect the State Street corridor
• ACHD to provide aerial photography and GIS mapping for the State Street corridor

Deliverable

• Base Maps of the Corridor (Aerial and GIS)
• Existing studies matrix of previously completed projects (electronic copy only)
• Summary of existing conditions (electronic copy only)

Meetings

• No additional meetings other than the monthly PMT meetings

TASK 3: DEFINE STATE STREET CORRIDOR AND TRANSIT ROUTE TO CONNECT EACH TERMINUS (URS TO LEAD)

A modest budget has been maintained in this task to interview appropriate contacts from the City of Eagle, ACHD, VRT and the City of Boise regarding terminus and routing options at the east and west ends of the State Street corridor. The KAI Team will prepare simple graphic materials and write up a brief description of the options.

A contingent item under this task is the evaluation of terminus options and the selection of a preferred option. All contingency tasks are summarized on pages 17 through 24 of this scope of work.
Data or Task Completed by Agency

- City of Eagle, ACHD, VRT and City of Boise staff will be available for interviews.

Deliverable

- Brief memorandum and graphics describing options for the terminus and routing in Eagle and the bus routes options for connecting to downtown Boise. This information will be included in Technical Memorandum #1.

Meetings

- No meetings specific to this task other than agency interviews.

TASK 4-1: UPDATE CURRENT AND PROJECTED TRAFFIC CONDITIONS (KAI TO LEAD)

Task 4 is separated into two tasks, the existing conditions traffic analysis (4-1) and the future travel demand (4-2). The results of both tasks will provide the project team with current traffic counts and future traffic volumes at the study intersections and along the State Street corridor, as well as a summary of the current and projected traffic conditions.

As discussed in Task 2, several studies have been completed and/or are in progress, which include traffic count information along the corridor. Prior to collecting the ADT and TMC information, KAI will prepare and submit a Recommended Data Collection Plan to the PMT for direction and guidance for collecting the traffic count information. It is assumed that the partnering agencies will collect and provide all traffic count information agreed upon in the Data Collection Plan to the KAI Team. A discussion of the types of data collection and operational analysis for the corridor is provided below.

ADT Information: ITD maintains automatic traffic recorders (ATRs) at several locations on State Street (at 23rd Street) and the north-south cross-streets (on Star Road, Linder Road, Eagle Road, Glenwood, and Veterans Parkway). To supplement this information, KAI proposes to coordinate with ITD and ACHD on obtaining weekday 24-hour traffic counts at up to four locations on the corridor.

TMC Information: ACHD maintains a turning movement count (TMC) database that includes TMC information for a number of the State Street intersections. Based on a review of the database and an understanding that ACHD plans to retime the traffic signals on State Street, KAI would provide ACHD with the locations for TMCs. ACHD staff to collect weekday a.m. and p.m. peak hour turning movement counts at up to 23 signalized intersections during the weekday p.m. peak hour and up to 27 signalized intersections during the weekday a.m. peak hour. All of the TMCs collected during the weekday a.m. and p.m. peak hours will include pedestrian and bicycle counts, heavy truck traffic, and bus information.

The collected ADT and TMCs will be used in the existing and future conditions traffic analysis for this study and will be beneficial for use by other efforts.
**Other Field Data:** In addition to traffic volume information being collected, this task will include reviewing the intersection geometry and traffic signal phasing, intersection and roadway crash data at the major arterial intersections, and inventory of access points along the corridor. Effort for collection of the physical environment on the corridor will be kept to a minimum, since KAI recently surveyed the corridor for the VRT Bus Stop Study and we are aware that ACHD maintains a database of the intersection geometry, lane widths, and storage lengths for most of the intersections. ACHD must prepare this database for use in the traffic analysis.

**Synchro Model:** ACHD maintains a Synchro 6 model along State Street between Fort Street and 18th Street, as part of their downtown model. This model will be obtained from ACHD and our study area will be added to provide the PMT with a useful extension that can be used for future transportation projects. The model for the State Street corridor will include intersections between 9th Street and SH 16 that can be used for the existing and future traffic analysis. The network will include the 31 signalized intersections and key unsignalized intersections along the corridor. A final weekday a.m. and p.m. peak hour Synchro model will be provided to ACHD for review.

**Traffic Analysis:** The State Street corridor includes north-south connections with 12 arterial roadways (i.e., Veterans Parkway, SH 55, etc.), 17 collector roadways (i.e., Collister Road, Park Lane, etc.), and several other local roadways that have an impact on the traffic and transit operations of the corridor. KAI will perform an existing traffic analysis at the 31 signalized intersections along the corridor (SH 16 to 9th Street) and along the preferred route to the Downtown Multimodal Center (route developed in Task 3) during the critical weekday a.m. and p.m. peak hours. The analysis will be conducted using the Synchro model. Performance measures that will be evaluated on the corridor include typical measures used by ACHD for intersections (i.e., level of service, volume-to-capacity ratios, 95th percentile vehicle queues, and person-delay) and corridor (i.e., travel times, vehicle speeds, and vehicle progression) operations. The KAI Team is also active in writing the update to the Highway Capacity Manual (HCM) scheduled for release in 2010. Select measures described in that research could be applied for this project to meet the objectives of the study developed in Task 1.

The future traffic conditions analysis will be performed under year 2030 traffic conditions during the weekday a.m. and p.m. peak hours. The year 2030 traffic volumes will be obtained from COMPASS based on the updated travel demand model created as a part of Task 4-2. It is critical that the updated travel demand model include development and roadway improvements identified as part of several major in-progress studies (i.e., Northwest Foothills Transportation Study, SH 55 Corridor Study, and TLIP).

This data collection effort will provide the necessary information for the KAI Team to build the existing and future conditions model for the corridor and perform a comprehensive analysis of the various future traffic and transit operational scenarios under Task 7.

The KAI Team would present the findings of Tasks 0 through 4 to the PMT, TAC, and CIC. Prior to these meetings, KAI would provide Technical Memorandum #1 to the PMT, TAC, and CIC for review and comment. Technical Memorandum #1 would include the methodology, findings, and recommendations from Tasks 1 through 4.
**Data or Task Completed by Agency**

- ITD to provide existing 24-hour counts from their ATR database along State Street and nearby north-south roadways.

- ACHD to provide weekday 24-hour traffic counts at up to four locations on the corridor. The specific locations would be included in the Recommended Data Collection Plan.

- ACHD to provide their most current turning movement count (TMC) database and existing intersection database of intersection geometry, lane widths, and storage lengths.

- ACHD to collect weekday a.m. and p.m. peak hour turning movement counts at up to 23 signalized intersections during the weekday p.m. peak hour and up to 27 signalized intersections during the weekday a.m. peak hour. The specific locations would be included in the Recommended Data Collection Plan.

- ACHD to provide the Synchro 6 model for State Street between Fort Street and 18th Street, as part of their downtown model.

- ACHD to provide existing signal timing information for all traffic signals on the study corridor.

**Deliverable**

- Proposed Data Collection Plan
- Summary of TMCs and ADTs for the study corridor
- Existing traffic conditions at all 31 intersections and along the corridor during the weekday a.m. and p.m. peak hour
- Future (Year 2030) traffic conditions at all 31 intersections and along the corridor during the weekday a.m. and p.m. peak hour
- Existing and Future Synchro Model for weekday a.m. and p.m. peak hour
- Draft and Final Technical Memorandum #1: *Study Corridor, Transit Route, and Summary of Existing and Future Traffic Conditions* (electronic copy only)

**Meetings**

- TAC Meeting #1
- CIC Meeting #1

**TASK 4-2: TRAVEL DEMAND MODEL (URS TO LEAD)**

Refine population, household and employment demographic data used in the COMPASS regional travel demand model. The purpose of this task is to ensure that the travel forecasting tools that will be used for the State Street TTOP are the best that are available and that all of the project partners concur with the assumptions and methods.
URS will review relevant planning documents and collaborate with COMPASS modeling staff to review TAZ delineation and population and employment allocation and develop a proposed modeling strategy for the State Street TTOP. The KAI Team will present the recommended approach to the PMT, TAC, and CIC.

Two contingent items for this task include having URS prepare a Transit Modeling – Best Practices Research summary and a work session with the partnering agencies to discuss the 2030 model forecast. All contingency tasks are summarized on pages 17 through 24 of this scope of work.

**Data or Task Completed by Agency**

- COMPASS will collaborate with the KAI Team and provide the following:
  - Map of TAZ boundaries in the study area
  - Transit network coding
  - Model documentation from previous studies
- Other agency staff will review and comment on proposed modeling strategy

**Deliverable**

- Modeling strategy memorandum describing population and employment forecast assumptions, TAZ modifications, proposed highway and transit modeling scenarios. This information will be included in Technical Memorandum #1.

**Meetings**

- Two meetings with COMPASS modeling staff
- Review of modeling strategy with PMT, TAC, CIC

**TASK 5: IDENTIFY LOCATIONS AND CHARACTERISTICS OF TODS WITHIN THE CORRIDOR (LCG TO LEAD)**

The intent of this task it to locate and analyze Transit Oriented Development nodes within the entire State Street Corridor to determine future corridor needs for both traffic and transit. However, due to the budget shortfall, this task will be led by the partnering agencies with support from the KAI Team. The PMT will coordinate with the local land-use agencies to have a series of workshops, interviews, and plan reviews to determine the location of the TOD nodes for the State Street corridor. LCG will participate in up to two workshops with the PMT and local land-use agencies to address the TOD locations. The LCG lead work effort on this task is included as a contingent item, which would provide the following analysis and evaluation associated with the TOD locations.

- TOD site selection criteria
- TOD site alternatives
- Market analysis and findings
- Character of TOD sites for the corridor
- Phasing/priority strategy for TOD sites
- Final TOD Strategy Report
All contingency tasks are summarized on pages 17 through 24 of this scope of work.

Data or Task Completed by Agency

- PMT to provide KAI Team with map illustrating the locations of the TOD nodes on the State Street Corridor
- PMT to lead TOD workshops with participating land-use agencies
- PMT to provide KAI Team with summary of meetings, interviews, and workshops from the participating land-use agencies

Deliverable

- None anticipated at this time

Meetings

- LCG to participate in up to two TOD workshops

TASK 6: DEFINE STATE STREET CORRIDOR TRANSIT SERVICE OPERATIONS PLAN (URS TO LEAD)

This task will prepare a plan for transit service in the State Street corridor. The plan will be coordinated with the various corridor segments identified as part of the earlier tasks and traffic improvements that will be developed in Task 7. The State Street TTOP will include the following steps:

- URS will review the transit service concept described in the State Street Corridor Strategic Plan with the PMT and TAC.
- Based on direction from the TAC and PMT, URS will develop 2 or 3 transit operating scenarios to be analyzed and considered.
- URS will estimate future-year ridership potential for 2 or 3 transit scenarios using the COMPASS model supported by analysis based on the BRT Practitioner’s Guide.
- URS will prepare market summary of the corridor using model-based data.
- URS will estimate operating and capital cost for each transit scenario.
- URS will prepare matrix to compare scenarios.

URS will summarize the above information in the State Street Transit Operations Plan. URS will meet once with VRT to discuss current transit operations along State Street and twice with COMPASS staff to discuss the model runs and transit information for the model.

Data or Task Completed by Agency

- COMPASS to provide travel demand model runs for 2 or 3 scenarios
• VRT to provide data on existing bus operations on State Street

**Deliverable**

• Transit network descriptions for each scenario
• Comparison matrix
• Draft and Final *State Street Transit Operations Plan* (electronic copy only)

**Meetings**

• Two meetings with COMPASS modeling staff to discuss transit networks and assumptions
• One meeting with VRT staff to discuss current bus operations and service philosophy

**TASK 7: CONDUCT STATE STREET CORRIDOR TRAFFIC ANALYSIS (KAI TO LEAD)**

The KAI Team understands that general traffic and the built environment significantly affect the operation of transit in urban areas. This is particularly the case on State Street where traffic congestion reduces average operating speed, making the service less competitive to the automobile. Currently, auto travel times between downtown Boise and Star are less than 30 minutes during the off-peak and can be more than 45 minutes during the weekday p.m. peak hour. The Highway 44 Intercounty Service has a scheduled (peak hour only) travel time of about 50 minutes. The other bus service on State Street is via Route #9, which runs at 30-minute headways between Saxton Road and Downtown Boise Transit Mall. As average operating speeds decrease, VRT must provide more bus service to maintain a desired service frequency. The increase in roadway congestion along State Street also introduces higher variability in the service, which further challenges the reliability of this service. Running Way and other traffic operations strategies are the key to this task and the Team will assess opportunities to improve this condition for transit and traffic alike, considering the impact on general traffic and pedestrian/bicycle movements.

The State Street Corridor Study outlined a Transit Scenario as the preferred alternative that “provides for an additional dedicated lane in each direction to accommodate a rapid bus approach”. By assuming exclusive lanes as the vision for the corridor, the KAI Team will create a 20-year analysis that describes the improvements that would occur incrementally through each of the three stages described below. KAI will use a three-stage process to identify the advantages and disadvantages of the various corridor improvements.

**Analysis Stage 1 – Near Term Improvements**: The first stage is a quantitative analysis of the traffic and transit operations along State Street that builds off of previous work along the corridor, including the High Volume Intersection Study, Highway 55 Corridor Study, and the 30th Street Master Plan. KAI will use the Synchro model developed in Task 4 to perform a weekday a.m. and p.m. peak hour analysis of the near-term traffic conditions.

**Analysis Stage 2 – Transit Preferential Treatments**: KAI will perform an assessment of a range of running way options and transit preferential treatments, including transit signal priority (TSP),
special bus phasing, queue jumps, bypass lanes, and curb extensions. KAI would apply the evaluation matrix developed as a part of Task 2 to include both qualitative and quantitative measures addressing transit performance (speed and travel time), local bus modifications, impact on roadway level of service, traffic conflicts, community impacts, impact on local bus operations, and preliminary right of way requirements.

**Analysis Stage 3 – Exclusive Lanes:** In the third stage, KAI will evaluate up to four build alternatives under the future 20-year traffic and transit traffic conditions during the weekday p.m. peak hour. These alternatives may include some of these features on various segments of the corridor: concurrent flow interior bus lanes, concurrent flow curbside bus lanes, contra flow lanes, and median arterial busways. KAI will use Synchro to evaluate transit travel time savings, benefits and impacts of the various roadway traffic operations improvements, and the impact to conflicting vehicular traffic on the corridor. The Synchro model and field observations will be used to identify intersections where transit vehicles may experience moderate to high delays and intersections where adequate capacity is available to accommodate the recommended changes under the two to four build alternatives.

**Conceptual Plan and Implementation Schedule:** Based on the above analysis and evaluation of the two to four build alternatives, KAI will work with the PMT, TAC, and CIC to identify a preferred build alternative for the corridor. KAI will develop a conceptual plan for the preferred build alternative. The conceptual plan will show right of way (obtained from ACHD and ITD), signal hardware type and placement, geometric improvements, standard signing and striping details for the corridor. A contingent item under this task is the use of a VISSIM model for the full-build alternatives analysis. All contingency tasks are summarized on pages 17 through 24 of this scope of work.

Additionally, KAI will integrate the three analysis stages in identifying a proposed implementation schedule for the various traffic and transit improvements for the corridor. The implementation schedule will tie levels of improvements to trigger thresholds based on traffic conditions, transit ridership, or other growth factors. This implementation schedule will be presented to the PMT, TAC, and CIC and updated for the implementation plan in Task 9. KAI will summarize the above methodology, analysis, and findings in Technical Memorandum #2 State Street Corridor Traffic Analysis.

**Data or Task Completed by Agency**

- None identified.

**Deliverable**

- Updated Synchro model for two to four alternatives
- Evaluation matrix of improvements
- Roadway and transit improvement recommendations for development of an implementation schedule
- Operational strategies for running way improvements and transit preferential treatments at critical intersections and sections along the corridor
• One conceptual plan for the preferred, full-build alternative
• Draft and Final Implementation Schedule
• Draft and Final Technical Memorandum #2: *State Street Corridor Traffic Analysis* (electronic copy only)

**Meetings**

• TAC Meeting #2
• CIC Meeting #2

**TASK 8: EVALUATE AND RECOMMEND SPECIFIC TECHNOLOGY APPLICATIONS TO SUPPORT TRANSIT AND TRAFFIC OPERATIONS (KAI TO LEAD)**

All of Task 8 is identified as a contingent task. This task includes the KAI Team reviewing existing ITS plans and technologies and identifying the recommended ITS technology applications for the corridor. Two meetings with the representative staff from ACHD, ITD, and VRT would occur under this task to discuss the overall plan for State Street and identify a list of preferred technologies. The above information would be summarized and included in Technical Memorandum #2. All contingency tasks are summarized on pages 17 through 24 of this scope of work.

**TASK 9-1: IMPLEMENTATION PLAN (KAI TO LEAD)**

Objective: Complete a comprehensive phased implementation plan that integrates all elements of the transportation system, marketing/branding strategies and performance targets required to move people, goods, and services effectively through the corridor over the twenty year horizon.

The complexity of this task has led the KAI Team to separate the implementation plan and finance strategy into subtasks. Task 9-1 is the implementation plan and Task 9-2 is the finance strategy. *Due to the budget shortfall, Task 9-2 has been moved to a contingent task.*

This task will incorporate the work from all the previous tasks into an implementation plan. This task presents an opportunity to review the work completed throughout this effort and prioritize the recommendations for TOD, transit service plan, and physical improvements to the State Street corridor. This prioritization will be based on the input received from the PMT, TAC, CIC, and Public Open House #1 and an assessment of the opportunities for early victories to improve conditions on the corridor.

During this process, careful consideration must be given to an improvement that will yield significant savings for transit operations, but represents an unreasonable impact to other users. For instance, it would be wise to implement an exclusive right-of-way during a widening project, allowing VRT to combine their resources with an ACHD project. If it appeared that there was sufficient right-of-way available significant assessment would be completed to determine whether a TOD site could accommodate the space necessary for a station such that transit would not have to
leave the bus only lane. It is important to consider the impact of landowners to develop their property when crafting this sort of plan.

KAI will prepare a matrix of considerations for sections of the corridor that will be analyzed and combined with global improvements (such as an enhanced Automatic Vehicle Location system, or real-time passenger information) to select the appropriate measures that can realistically be implemented with available resources. Additionally, a general discussion of marketing/branding strategies and technology applications will be developed by KAI and included in this evaluation matrix. The matrix will be discussed and reviewed with the PMT, TAC, and CIC.

KAI would prepare an implementation plan over a 20-year period that reflects and integrates the work product from the previous tasks, including integration of the activities to create synergy between the elements. The implementation plan will incorporate the corridor improvements (specific traffic and transit improvements, and a general level for land-use/TOD improvements), timing of improvements based on thresholds, and a prioritization of the improvements. Once the implementation plan is summarized, a meeting with the PMT will be completed to review the identified projects and proposed phasing. Once the PMT has reviewed the document, the TAC and CIC will be offered an opportunity to review the Implementation Plan. At this time, the KAI Team will present the implementation plan to the CIC and TAC and Meeting #3.

**Data or Task Completed by Agency**
- None identified.

**Deliverable**
- Implementation matrix
- Draft and Final Implementation Plan (electronic copy and 25 hard copies)

**Meetings**
- TAC Meeting #3
- CIC Meeting #3

**TASK 9-2: FINANCE STRATEGY (URS TO LEAD)**

All of Task 9-2 is identified as a contingent task. This task includes the KAI Team developing a finance plan for the State Street corridor. One finance worksession with staff from cities, counties, ACHD, COMPASS, ITD, VRT, etc. would occur to discuss state and local finance options for capital and operations. The above information would be summarized and included in the Finance Plan for State Street. All contingency tasks are summarized on pages 17 through 24 of this scope of work.
TASK 10: CREATE VISUALIZATION OF TRANSIT AND TRAFFIC OPERATIONS IN THE CORRIDOR (NC3D TO LEAD)

All of Task 10 is identified as a contingent task. This task includes the KAI Team developing three 30-second animated 3D visualizations representing different segments of the corridor. The visualizations will integrate transit operations, traffic and pedestrian activity (from traffic simulations), and the urban design of sidewalks, stations, and TODs. For each 3D animation, three high-resolution still images will be created suitable for print. All contingency tasks are summarized on pages 17 through 24 of this scope of work.

TASK 11: CONDUCT A PUBLIC INVOLVEMENT PLAN (RBCI TO LEAD)

Newsletters: A mailer will be sent to all residents and businesses along the corridor and a database of key stakeholders. The newsletter would include an invitation to the open house, corridor facts, background information on the State Street TTOP. This newsletter would be mailed a to large saturation drop. RBCI would draft the copy and ACHD would design, print and mail the newsletter.

The second newsletter would be sent near the end of the project. This newsletter would provide a brief summary of the plan and would be mailed to the stakeholder database. RBCI would draft the copy and ACHD would design, print and mail the newsletter.

Community Involvement Committee (CIC): Display ads placed in local newspapers (Idaho Statesman and Idaho Business Review) would invite individuals to join the CIC. Key groups such as developers, bus riders, media and business owners would be personally invited to serve on the community committee. The committee would always be open to the public.

The CIC would provide input on goals and objectives that best reflect the desires of the region and communities along the corridor. The committee would be facilitated in a way such that each member becomes educated and provides meaningful contribution to the project. Meaningful involvement would develop advocates, even funding proponents for implementation of the TTOP.

The CIC would meet on three occasions during the project. The initial meeting could be facilitated as a tour of the corridor. To keep the committee engaged, we could plan committee meetings to take place at potential Transit Oriented Development (TOD) locations in the corridor. The KAI Team would prepare notification, agendas, materials and summary documents for each committee meeting.

Open House #1: Timed with the 2nd CIC meeting and hosted by the committee, an open house would provide the general public with an opportunity to review and comment on the draft plan. RBCI will plan, prepare, notify for, conduct and summarize one open house.

Web Content: RBCI will assist VRT in preparing materials for the project website. The KAI Team will provide the technical information to VRT for the project website.
Data or Task Completed by Agency

- ACHD to provide the design, print, and mailing of Newsletters #1 and #2
- ACHD to place display ads for CIC meetings #1, #2, and #3
- ACHD to provide design template for display boards at Open House #1
- Direct expenses for the Open House #1 to be covered by ACHD
- VRT will post all materials to project website
- ACHD will create a link to the project website posted on VRT’s website.

Deliverable

- RBCI to prepare and provide Draft Newsletters #1 and #2
- RBCI to plan, prepare, notify for, conduct and summarize three CIC meetings
- RBCI to prepare three CIC meeting agendas and notes
- RBCI to prepare CIC meeting materials
- KAI Team to provide technical information for the CIC meetings
- RBCI to prepare and provide three Draft display ads
- KAI Team to provide technical information and print display boards for the Open House #1
- RBCI to plan, prepare, notify for, conduct and summarize Open House #1
- KAI Team will provide all technical information to VRT for the project website
- RBCI will assist VRT in posting materials to project website

Meetings

- CIC Meeting #1
- CIC Meeting #2
- CIC Meeting #3
- Pre Open House #1 Meeting with ACHD and VRT
- Open House #1
CONTINGENCY TASKS:

**TASK 1: REFINE STATE STREET PROJECT PURPOSE, OBJECTIVES, AND GOALS (KAI TO LEAD)**

The KAI Team will facilitate and conduct a joint workshop with the TAC and CIC to assist with the refinement of the project purpose, objectives, and goals.

*Data or Task Completed by Agency*
- None identified.

*Deliverable*
- Workshop materials
- Workshop agenda and minutes
- Updated *State Street Corridor Project Purpose, Objectives and Goals* (electronic copy only)

*Meetings*
- Facilitate a Joint Workshop of the TAC and PMT

**TASK 3: DEFINE STATE STREET CORRIDOR AND TRANSIT ROUTE TO CONNECT EACH TERMINUS (URS TO LEAD)**

The KAI Team will build upon past work to evaluate alternative locations and connections for the corridor, as well as for development of logical sections or segments for the corridor. A planning-level evaluation will be completed for the corridor and western and eastern termini locations that may consider elements such as: distance, travel time, traffic, neighborhood compatibility, noise, business impacts, pedestrian compatibility, and other factors. For the western terminus, a similar process will be used but with a focus on alternative terminus locations as well as alignment choices such as States versus the Highway 44 Bypass in Eagle.

For the eastern terminus, the KAI Team will build upon the Multi-Modal Center (MMC) work to identify and evaluate connections between State Street and the MMC. This task will use the work completed in Tasks 1, 2, and 4 to evaluate alternate locations and connections for the enhanced State Street service. This effort will include an evaluation of alignment options weighing the benefits of higher speeds for the service against more accessible service. Using a methodology similar to the Multi-Modal Center site selection process, the effort would include time to work with the PMT, TAC, and CIC on identifying a range of possible routes and summarizing the tradeoffs between the various alternatives. This will allow the Project Team to identify one or Minimum Operating Segment (MOS) per FTA requirements. While State Street is not a New Start project at this time, many of the same functional requirements will be considered.
The above work will be coordinated with the TAC, PMT, and CIC to identify evaluation criteria and identify the range of possible connecting route alignments. The KAI Team will prepare graphic materials and documentation of the options in a Technical Memorandum.

Data or Task Completed by Agency

- City of Eagle, ACHD, VRT, and City of Boise staff will be available for interviews.

Deliverable

- Project maps showing selection of project termini and transit route assignments to connect to termini and tradeoffs for the alternatives
- Identification of project segments
- Technical memorandum summarizing this evaluation and identification of project termini and transit route assignments

Meetings

- No additional meetings are anticipated with this task

TASK 4-2: TRAVEL DEMAND MODEL (URS TO LEAD)

The KAI Team will summarize Transit Modeling – Best Practices Research and provide to the PMT, TAC, and CIC. Additionally, a work session with the partnering agencies would be led by the KAI Team to identify the necessary information for updating the 2030 model.

Data or Task Completed by Agency

- Agency participation in a work session

Deliverable

- Transit Modeling – Best Practices Research
- Summary of 2030 Model Assumptions

Meetings

- Work session with partnering agencies to discuss the 2030 model and transit projections

TASK 5: IDENTIFY LOCATIONS AND CHARACTERISTICS OF TODS WITHIN THE CORRIDOR (LCG TO LEAD)

The KAI Team will locate and analyze Transit Oriented Development nodes within the entire State Street Corridor to determine future corridor needs for both traffic and transit. A thorough analysis of the corridor land use data will be necessary to familiarize the team with opportunities for TOD nodes within the corridor and to characterize the future uses at those nodes to further inform traffic
analysis and to set the stage for land use implementation strategies. This task includes several
levels of analysis and evaluation, which are outlined below.

**Establish TOD site selection criteria.** The KAI Team will establish TOD selection criteria to allow
node selection to be streamlined, with more predictable relevancy, better consensus from all and
less confusion as the nodes are tested through the market analysis. LCG staff will lead discussions
with the involved agencies and key private stakeholders as necessary to arrive at the principles and
TOD node criteria that are distinctly suited to the goals of the project and State Street Corridor.
LCG will provide an interim technical memorandum summarizing criteria.

**Select TOD site alternatives.** The KAI Team will apply the criteria identified above to sites
throughout the corridor to identify TOD sites that will be subject to further study in subsequent
tasks. LCG will provide an interim technical memorandum identifying selected TOD sites.

**Conduct Market analysis.** LCG will test the nodes through a market analysis process to validate
their relevancy and location. LCG will research general demographic and real estate trends along
corridor and in adjacent neighborhoods, including updating demographic and market information
as necessary for the corridor, particularly for the new boundary sections, including population,
household income, current uses, growth projections. Current market data is useful, but in a long-
term planning process, trends and the goals of the agencies and communities will be equally critical
to informing the TOD node potential for each location. Thus, the information gleaned from
discussions with land use agencies and key private stakeholders (non-contingent Task) will be used
at this juncture of the project as well as in understanding near and far-term plans for the corridor.
LCG will provide an interim technical memorandum of market findings.

**Recommend and characterize TOD sites for the corridor.** Based on information from previous
tasks, the LCG staff will identify the mix of land uses and character of development potential at
each TOD location. LCG will provide an interim technical memorandum describing the character
for each site.

**Recommend implementation strategy, phasing and priority for selected sites.** The KAI Team will
prioritize and phase the identified TOD sites to reflect over a 20-year period, specifically identifying
those that are ready for development action in the short term. LCG will provide an interim
technical memorandum describing phasing and priority strategy for TOD sites.

**Enhanced TOD Strategy.** Because of the nature of TODs, developments almost always require a
public-private partnership of some sort. The KAI Team will recommend strategies for the agency
partners to “get ready” to support private developers in building transit supportive development at
the selected sites. The strategy will include steps that will lay the foundation for the desired type of
development and may include: funding incentives, land assembly, zoning, parking and height
bonuses, and streamlined development approvals processes. LCG will provide a final TOD
strategy report including findings from all previous sub-tasks.
Data or Task Completed by Agency

- Agencies should provide the Team with any relevant existing information and GIS data such as tax lot data, existing market studies, and the like.

Deliverables

- Interim technical memoranda (electronic copy only) documenting the following:
  - TOD site selection criteria
  - TOD site alternatives
  - Market analysis and findings
  - Character of TOD sites for the corridor
  - Phasing and priority strategy for TOS sites
- Final TOD Strategy Report (electronic copy only)

Meetings

- Up to two interim meetings with PMT to review findings from sub-tasks
- Final presentation of TOD Strategy to TAC and CIC

TASK 7: CONDUCT STATE STREET CORRIDOR TRAFFIC ANALYSIS (KAI TO LEAD)

Provided that an alternative with exclusive facility is forwarded as a preferred alternative, the KAI Team would develop a VISSIM model to analyze, evaluate, and assess the impacts of the long-term improvements for a short segment of the corridor. The segment of the corridor would include up to four intersections and would be identified with input from the PMT.

Data or Task Completed by Agency

- None identified

Deliverable

- VISSIM model for up to four intersections with the preferred alternative
- Updated Draft and Final Technical Memorandum #2: State Street Corridor Traffic Analysis (electronic copy only)

Meetings

- None identified
TASK 8: EVALUATE AND RECOMMEND SPECIFIC TECHNOLOGY APPLICATIONS TO SUPPORT TRANSIT AND TRAFFIC OPERATIONS (KAI TO LEAD)

The KAI Team has a vast experience with transit agencies developing systems to monitor bus operations, supply real-time information to passengers, provide accessible information for patrons with hearing or visual impairments, grant signal priority for transit vehicles at intersections, and expedite fare collection. The main ITS elements for consideration for the State Street Corridor study should include:

- Automatic Vehicle Location (AVL) Systems
- Transit Signal Priority Systems
- Real-Time Passenger Information
- Electronic Fare Collection
- Automatic Passenger Counters
- Security Systems
- Integration with Traffic Management System

Regionally, a strategic plan for ITS technologies was completed in 1999 and updated in 2006. State Street is identified as a ITS Priority Corridor with speed detection zones and dynamic message signs between Downtown Boise and Eagle in the short term and between Eagle and Star in the medium term in addition to the video cameras already being used. ITS technologies implemented as part of this study will be integrated with existing systems and any planned upgrades.

KAI will conduct a review of the existing and planned ITS systems and will use that information as a baseline for this task. KAI's experience developing the BRT Practitioner’s Guide along with our similar studies with other transit agencies and recent ITS work with ITD and ACHD allows us to quickly and efficiently develop a plan for future technology. After this initial review, KAI will meet with ACHD, ITD, and VRT staff to discuss the preliminary findings of the ITS plans and identify preferred ITS technologies for the State Street corridor. Some ITS elements that could be considered for the State Street Corridor include:

- Communication
- Integrated AVL systems
- Transit signal priority
- Queue jumps
- Advanced passenger information systems
- Off-board and smart card fare collection systems

A review of the applicability of transit ITS technologies in the State Street corridor will be completed with the goal of identifying a short list of feasible technologies for implementation. The review will include a second meeting with relevant VRT, ACHD and ITD staff to discuss additional ITS strategies on the corridor prior to reporting back to the PMT and the TAC. Using a Systems Engineering approach, KAI will determine the transit and traffic technology needs for each the implementation phases of the project. KAI will develop specific performance characteristics, a
prioritized list of projects or systems (off-the-shelf), implementation schedule, and order of magnitude costs for various ITS technologies (capital and operating). KAI will document the *Recommended ITS Technology Applications* for this corridor and combine it with Technical Memorandum #3 for submittal to the PMT, TAC, and CIC.

**Data or Task Completed by Agency**

- ACHD, ITD, and VRT to provide KAI with information on any ITS related projects, plans, or funding mechanisms for the State Street corridor

**Deliverable**

- Summary of ITS Technologies
- Documentation of the *Recommended ITS Technology Applications* for this corridor and combined with Technical Memorandum #3
- Two meeting agendas and minutes

**Meetings**

- Two meetings with ACHD, ITD, and VRT

**TASK 9-2: FINANCE STRATEGY (URS TO LEAD)**

As a contingent task the KAI Team will prepare a finance strategy that includes the following:

- Review up-to-date information on state and local funding sources.
- Review and compile information on the up-to-date status of federal funding for Bus Rapid Transit improvements including:
  - New Starts
  - Small Starts
  - Very Small Starts
  - Other emerging funding opportunities
- Assess and describe issues related to applying for FTA funding for the State Street TTOP.
- Estimate capital funding opportunities that could be associated with

URS will incorporate the above information into a Finance Plan for the State Street corridor. The Finance Plan would be sent out to the PMT, TAC, and CIC for review and comment, as well as presented during the TAC and CIC Meeting #3.

**Data or Task Completed by Agency**

- ACHD, COMPASS, ITD, VRT will participate in transportation finance discussions with KAI Team
**Deliverable**

- Draft and Final State Street TTOP Finance Plan

**Meetings**

- One finance worksession with staff from cities, counties, ACHD, COMPASS, ITD, VRT, etc. to discuss state and local finance options for capital and operations

**TASK 10: CREATE VISUALIZATION OF TRANSIT AND TRAFFIC OPERATIONS IN THE CORRIDOR (NC3D TO LEAD)**

Task 10 is intended to create a visualization tool for the public, elected officials, private developers, and others engaged in the project to illustrate the State Street vision. The goal is for a visualization component that is versatile enough to be used in a variety of forums for the life of the project. NC3D will lead this task and create three 30-second animated 3D visualizations representing different segments of the corridor. The visualizations will integrate transit operations, traffic and pedestrian activity (from traffic simulations), and the urban design of sidewalks, stations, and TODs. The visualizations will be linked together and edited with an animated map of the entire corridor. The visualizations, the map and the edited piece will be provided as a set of downloadable video clips and as a playable DVD-ROM. For each 3D animation, NC3D will also create three high-resolution still images suitable for print.

**Data or Task Completed by Agency**

- VRT to provide TOD Guidelines for consultant review
- ACHD to provide updated aerials (if available)
- VRT and ACHD will be available during the corridor visit to highlight important landmarks, buildings, and properties

**Deliverable**

- Animated map of the study corridor
- Three 30-second animated 3D visualizations
- Three high-resolution still images of the animated 3D visualization
- Downloadable video clip and playable DVD-ROM

**Meetings**

- Possible field visit with VRT and ACHD
TASK 11: CONDUCT A PUBLIC INVOLVEMENT PLAN (RBCI TO LEAD)

Open House #2

If necessary, a second open house will be held for this study. RBCI will plan, prepare, notify for, conduct and summarize the Open House #2.

Data or Task Completed by Agency

- ACHD to provide design template for display boards at Open House #2
- Direct expenses for the Open House #2 to be covered by ACHD

Deliverable

- KAI Team to provide technical information and print display boards for the Open House #2
- RBCI to plan, prepare, notify for, conduct and summarize Open House #2

Meetings

- Pre Open House #2 Meeting with ACHD and VRT
- Open House #2
A. PROJECT MANAGEMENT

A.1 Project Management
A.2 Monthly PMT Meetings (12 meetings)
A.3 Invoices and Progress Reports
A.4 Administration

Task A - Labor Subtotal

B. ESTABLISH DECISION PROCESS AND COMMUNICATION PROTOCOLS

B.1 Establishment of the PMT, TAM, and CIC
B.2 Review Project Schedule and Decision Points
B.3 Development of Project Procedures
B.4 Documentation

Task B - Labor Subtotal

C. REFINE STATE STREET PROJECT PURPOSE, OBJECTIVES, AND GOALS

C.1 Review Existing Policy Documents
C.2 Prepare a Reflected Project Purpose, Objectives and Goals (Draft & Final Technical Memorandum #1)
C.3 Stakeholder Interviews (10-hour interviews)
C.4 Contingent Task: Joint Workshop with TAC/PMTC/CIC (103 hours)

Task C - Labor Subtotal

D. DOCUMENT EXISTING CONDITIONS IN THE STATE STREET CORRIDOR

D.1 Review Existing Documents (Continued from Task 01)
D.2 Prepare Base Maps of Corridor (Aerial & GIS)
D.3 Summarize Key Elements of Existing Conditions
D.4 Evaluation Matrix

Task D - Labor Subtotal

E. UPDATE CURRENT AND PROJECTED TRAFFIC CONDITIONS

E.1 Develop and Implement Data Collection Plan
E.2 Develop Synchro Model
E.3 Develop Future Traffic Volumes from Task 4-2
E.4 Analyze Existing and Future Traffic Conditions (AM & PM)
E.5 Technical Memorandum #2
E.6 TAC/CIC Meeting #1 & Presentation (Review Tasks 1-4)

Task E - Labor Subtotal

F. TRAVEL DEMAND MODEL

F.1 Review planning documents
F.2 Define corridor study area
F.3 Review and organize TAZ allocation
F.4 Coordinate with project partners and jurisdictions
F.5 Contingent Task: Transit modeling - best practices (96 hours)
F.6 Contingent Task: Update 2030 forecast, hold worksession (152 hours)

Task F - Labor Subtotal

G. IDENTIFY LOCATIONS AND CHARACTERISTICS OF TODS WITHIN THE CORRIDOR

G.1 Contingent Task: Establish TOD site selection criteria (14 hours)
G.2 Contingent Task: Select TOD site alternatives (29 hours)
G.3 Conduct Stakeholder interviews (Support two 1-day workshops)
G.4 Contingent Task: Conduct Market analysis (68 hours)
G.5 Contingent Task: Recommend and characterize TOD site for the corridor (46 hours)
G.6 Contingent Task: Recommend implementation strategy, phasing and priority for selected sites (40 hours)
G.7 Contingent Task: Enhanced TOD Strategy (92 hours)

Task G - Labor Subtotal

H. DEFINE STATE STREET CORRIDOR TRANSIT SERVICE OPERATIONS PLAN

H.1 Model data analysis
H.2 Corridor travel market analysis
H.3 Prepare comparison matrix
H.4 Identify and evaluate different bus route operating scenarios
H.5 Identify and evaluate vehicle options
H.6 Operating and capital cost
H.7 Prepare transit operations plan

Task H - Labor Subtotal

I. CONDUCT STATE STREET CORRIDOR TRAFFIC ANALYSIS

I.1 Synchro Analysis of Four Build Alternatives
I.2 Evaluation of Improvements
I.3 Conceptual Plans for One Build Alternative
I.4 Documentation (Technical Memorandum #3)
I.5 Contingent Task: VISSIM Analysis (maximum of two build scenarios, up to 4 intersections each) (195 hours)
I.6 TAC/CIC Meeting #2 & Presentation (Review Tasks 5-7)

Task I - Labor Subtotal

J. CONTINGENT TASK: EVALUATE AND RECOMMEND SPECIFIC TECHNOLOGY APPLICATIONS TO SUPPORT TRANSIT AND TRAFFIC OPERATIONS

J.1 Contingent Task: Meetings with ACHD and VRT (20 hours)
J.2 Contingent Task: Systems Review and Recommendations (48 hours)
J.3 Contingent Task: Documentation (combined with Technical Memorandum #3 - 40 hours)

Task J - Labor Subtotal

K. IMPLEMENTATION PLAN

K.1 Identify Phased Improvements over a 20-Year Timeline
K.2 Identify Marketing/Branding Strategies and Technology Applications
K.3 Identify an Implementation Schedule and Next Steps
K.4 Prepare Implementation Plan
K.5 TAC/CIC Meeting #3 & Presentation

Task K - Labor Subtotal

L. FINANCE STRATEGY

L.1 Contingent Task: Identify and Evaluate State and Local Funding Options (59 hours)
L.2 Contingent Task: Describe Current Status of FTA New Starts Program (23 hours)
L.3 Contingent Task: Develop New Starts Funds Issues for State Street (27 hours)
L.4 Contingent Task: Prepare Funding Plan (65 hours)
L.5 Contingent Task: Estimates of Revenue Generation Based on TOD Opportunities (78 hours)

Task L - Labor Subtotal

M. CREATE A VISUALIZATION OF TRANSIT AND TRAFFIC OPERATIONS CORRIDOR

M.1 Contingent Task: Assist with Development of Animated Base Map State Street (66 hours)
M.2 Contingent Task: Coordinate with Team on the Locations for the Visualization (22 hours)
M.3 Contingent Task: Create Three, 30-second animated 3D visualizations Corridor Locations. (142 hours)
M.4 Contingent Task: Create Three High-Resolution Still Images of the Animated 3D Visualization (72 hours)

Task M - Labor Subtotal

N. CONDUCT A PUBLIC INVOLVEMENT PLAN

N.1 Develop and Maintain Databases, & Two Newspapers
N.2 Community Involvement Committees Meetings #1, #2, #3
N.3 Public Open House #1
N.4 Public Open House #2 (134 hours)
N.5 Media Relations
N.6 Web Content

Task N - Labor Subtotal

Total Labor-Hours Estimate State Street Transit and Traffic Operational Plan

Total Labor Totals

32,093 713 98 0 583 3060 $391,855.40
# FINAL Project Expenses

State Street Transit and Traffic Operational Plan

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### State Street Transit and Traffic Operational Plan

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<td>Prepare Funding Plan</td>
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<td>Estimates of Revenue Generation Based on TOD Opportunities</td>
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<td>10.0</td>
<td>Create a Visualization of Transit and Traffic Operations Corridor</td>
<td>124</td>
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<td>10.1</td>
<td>Assist with Development of Animated Base Map of State Street</td>
<td>2</td>
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<td>Coordinate with Team on the Locations for the Visualization</td>
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<td>10.3</td>
<td>Create Three, 30-second animated 3D visualizations Corridor Locations</td>
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<td>Create Three High-Resolution Still Images of the Animated 3D Visualization</td>
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<td>Public Open House #2</td>
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<td>Total</td>
<td>Labor Totals</td>
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