



Item: Professional Services Agreement with Robert Peccia & Associates for the preparation of the Great Falls Area Long Range Transportation Plan (O.F. 1662)

From: Planning & Community Development Department

Prepared By: Andrew Finch, Senior Transportation Planner

Presented By: Craig Raymond, Interim Planning & Community Development Director

Action Requested: Approve professional services agreement

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission approve the professional services agreement with Robert Peccia & Associates in the amount of \$285,053 for the preparation of the Great Falls Area Long Range Transportation Plan.”

2. Mayor calls for a second, discussion, public comment, and calls for the vote.

Staff Recommendation:

Staff recommends that the City Commission approve the professional services agreement with Robert Peccia & Associates for preparation of the Great Falls Area Long Range Transportation Plan.

Background:

The Great Falls Urban Area Transportation Plan (also referred to as the “Long Range Transportation Plan”), was last updated in 2009, with the base analysis dating from 2003.

The Plan is a valuable tool for identifying community transportation priorities and guiding local decisions. To ensure the Plan is based upon the most recent data and reflects current community needs, Planning staff has begun the process to update the Plan.

The Great Falls Urban Area has a central city with a population greater than 50,000, and therefore has certain responsibilities for local transportation planning — one of which is to have a current, compliant long range transportation plan. The transportation plan must be updated at least every four years, and also must be compliant with air quality regulations and meet other

relevant federal transportation planning requirements. In addition, a new Federal transportation Act has imposed additional planning requirements that must be addressed.

Selection Process:

The Planning & Community Development Department staff serves as staff to the Transportation Planning Process. Serving in this capacity, staff advertised for consultant services to prepare the Plan, with four proposals received by the February 19, 2013 deadline.

A sub-committee of the Transportation Advisory Committee (TAC) reviewed the four proposals and unanimously ranked Robert Peccia & Associates (RPA) of Helena as the best qualified firm. Staff then worked with RPA to prepare a scope of work and cost estimate for the preparation of the Plan. After concurrence by the entire TAC body, the Policy Coordinating Committee (PCC), acting as the formal selection body, concurred in TAC's choice at its April 16, 2013 meeting.

The City of Great Falls participates in the Transportation Planning Process through its staff representation on TAC, as well as Commissioner Burow's representation on PCC. The City is also the agency with contracting authority for transportation planning. As such, it is being asked to approve the contract to hire Robert Peccia & Associates for the preparation of the Plan. Planning & Community Development Department staff will administer the contract.

Project Scope:

The planning effort will be very comprehensive. The consultant will prepare growth projections, model different street network scenarios, analyze intersection function, traffic growth, and crash data, recommend safety improvements, perform an air quality analysis, identify funding sources, review transit and freight needs, ensure compliance with new Federal transportation planning requirements, etc. An extensive public outreach component will include a webpage, Facebook page, and outreach to each of the Neighborhood Councils.

In addition, RPA has partnered with a bike/pedestrian specialization firm, Alta Planning + Design, who will conduct an intensive planning effort to prepare the bicycle and pedestrian components of the Plan.

Concurrences:

The two bodies for the Great Falls Area Transportation Planning Process - the Technical Advisory Committee (TAC) and the Policy Coordinating Committee (PCC) - have concurred in the selection of Robert Peccia & Associates to prepare the Long Range Transportation Plan. TAC approved the selection on April 11, 2013, and PCC on April 16, 2013.

Fiscal Impact: The contract and work will be funded with Federal Transportation Planning dollars, matched by the Montana Department of Transportation. There will be no fiscal impact to the City of Great Falls.

Alternatives: The City Commission could vote to deny the professional services agreement.

Attachment: Professional Service Agreement

Cc: Jeff Key, Robert Peccia & Assoc.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2013, by and between the **CITY OF GREAT FALLS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 5021, Great Falls, Montana 59403-5021, hereinafter referred to as “City,” and **ROBERT PECCIA & ASSOCIATES**, 825 Custer Avenue, Helena, Montana, 59604, hereinafter referred to as “Consultant.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. Purpose: City agrees to hire Consultant as an independent contractor to perform for City services described in the Scope of Services attached hereto as Exhibit “A” and by this reference made a part hereof.

2. Effective Date: This Agreement is effective upon the date of its execution and will terminate on the 7th day of May, 2014. The parties may extend this agreement in writing prior to its termination.

3. Scope of Work: Consultant will perform the work and provide the services in accordance with the requirements of the Scope of Services (Exhibit “A”).

4. Payment: City agrees to pay Consultant two-hundred and eighty-five thousand Dollars (\$285,000) for services performed pursuant to the Scope of Services. Any alteration or deviation from the described work that involves extra costs will be performed by Consultant after written request by the City, and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing. (See Exhibit “B”)

5. Independent Contractor Status: The parties agree that Consultant is an independent contractor for purposes of this Agreement and is not to be considered an employee of the City for any purpose. Consultant is not subject to the terms and provisions of the City’s personnel policies handbook and may not be considered a City employee for workers’ compensation or any other purpose. Consultant is not authorized to represent the City or otherwise bind the City in any dealings between Consultant and any third parties.

Consultant shall comply with the applicable requirements of the Workers’ Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Consultant shall maintain workers’ compensation coverage for all members and employees of Consultant’s business, except for those members who are exempted by law.

Consultant shall furnish the City with copies showing one of the following: (1) a binder for workers’ compensation coverage by an insurer licensed and authorized to provide workers’ compensation insurance in the State of Montana; or (2) proof of exemption from workers’ compensation granted by law for independent contractors.

6. Indemnity and Insurance: For other than professional services rendered, to the fullest extent permitted by law, Consultant agrees to defend, indemnify, and hold the City harmless against claims, demands, suits, damages, losses, and expenses connected therewith that may be asserted or claimed against, recovered from or suffered by the City by reason of any injury or loss, including but not limited to, personal injury, including bodily injury or death, property damage, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of Consultant or Consultant's agents or employees.

For the professional services rendered, to the fullest extent permitted by law, Consultant agrees to indemnify and hold the City harmless against claims, demands, suits, damages, losses, and expenses, including reasonable defense attorney fees, to the extent caused by the negligence or willful misconduct of the Consultant or Consultant's agents or employees.

For this purpose, Consultant shall provide City with proof of Consultant's liability insurance issued by a reliable company or companies for personal injury and property damage in amounts not less than as follows:

- Workers' Compensation - statutory
- Employers' Liability - \$1,000,000 per occurrence; \$2,000,000 annual aggregate
- Commercial General Liability - \$1,000,000 per occurrence; \$2,000,000 annual aggregate
- Automobile Liability - \$1,000,000 property damage/bodily injury; \$2,000,000 annual aggregate
- Professional Liability - \$1,000,000 per claim; \$2,000,000 annual aggregate

The City shall be included or named as an additional or named insured on the Commercial General and Automobile Liability policies. The insurance must be in a form suitable to City.

7. Professional Service: Consultant agrees that all services and work performed hereunder will be accomplished in a professional manner.

8. Compliance with Laws: Consultant agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA. As applicable, Consultant agrees to purchase a City safety inspection certificate or special business license.

9. Nondiscrimination: Consultant agrees that all hiring by Consultant of persons performing this Agreement will be on the basis of merit and qualification and will not discriminate on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

10. Default and Termination: If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth

the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this Agreement.

11. Modification and Assignability: This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Consultant may not subcontract or assign Consultant's rights, including the right to compensation or duties arising hereunder, without the prior written consent of City. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.

12. Ownership and Publication of Materials: All reports, information, data, and other materials prepared by the Consultant pursuant to this Agreement are the property of the City. The City has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Consultant for the specific purpose intended will be at the City's sole risk and without liability or legal exposure to the Consultant. No material produced in whole or in part under this Agreement may be copyrighted or patented in the United States or in any other country without the prior written approval of the City.

13. Liaison: City's designated liaison with Consultant is **Andrew Finch**, and Consultant's designated liaison with City is **Jeff Key**.

14. Applicability: This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana.

15. Nondiscrimination: Reference is made to Exhibit "C", which by this reference is hereby made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the day and year first above written.

CITY OF GREAT FALLS, MONTANA

ROBERT PECCIA & ASSOCIATES

By _____
Gregory T. Doyon, City Manager

By _____
Print Name: _____
Print Title: _____

ATTEST:

(Seal of the City)

Lisa Kunz, City Clerk

APPROVED AS TO FORM

By _____
David L. Nielsen, Interim City Attorney

Great Falls Transportation Plan

SCOPE OF SERVICES

INTRODUCTION

The Great Falls Area Transportation Plan will guide development of and investment in the community's transportation systems. The Plan will do so in a comprehensive manner by assessing applicable background information, analyzing options and alternatives, incorporating meaningful input from citizens and local officials, and providing a framework for future efforts within the context of state and federal rules, regulations, and budget allocations.

Because the Plan is funded entirely with Federal funds, cost effectiveness is an important factor. The satisfactory completion of a robust Plan within resource constraints requires that the RPA team begin the project with a good understanding of all relevant local, state and federal issues, and move efficiently through each stage of the Plan development. As a result, we will approach Plan development through a series of distinct work tasks. The preliminary tasks anticipated to take the Transportation Plan update from beginning to completion are identified in this section.

TASK DESCRIPTIONS

The following tasks have been identified to fulfill the scope of services and are based on our understanding of what is needed to ensure a viable transportation system that is within the appropriate context for the Great Falls community. The following major tasks have been identified and are defined throughout this exhibit:

- TASK 1: Study Area Boundary / Public Involvement Plan
- TASK 2: Assemble, Review, and Collect Existing Data and Reports
- TASK 3: Identify Goals and Objectives
- TASK 4: Develop Socioeconomic and Land Use Baseline and Forecasts
- TASK 5: Travel Demand Modeling of Existing and Future No-Build Conditions
- TASK 6: Existing and Projected Conditions Analysis
- TASK 7: Non-Motorized Transportation
- TASK 8: Transit Analysis
- TASK 9: Alternative Network Modeling and Assessment
- TASK 10: Freight, Security, and Environmental Mitigation
- TASK 11: Other Key Considerations
- TASK 12: Develop Recommendations and Major Street Network
- TASK 13: Air Quality Conformity Determination
- TASK 14: Transportation Funding
- TASK 15: Report Preparation
- TASK 16: Public Participation and Meetings
- TASK 17: Project Management and Administration

Task 1: Study Area Boundary / Public Involvement Plan

This first task will involve a review of the proposed study area boundary and a recommendation of any possible changes. It is important that the study area include all outlying land that is expected to develop during the planning horizon while also including areas where transportation issues are expected to impact or influence the regional community and growth needs.

Therefore, RPA will examine the study area and determine if the boundaries are appropriate for the 20-year planning horizon of this planning effort.

The review will consider previous and anticipated land use changes, local government jurisdictions, Bureau of Census data, updated housing and employment data, and other planning area boundaries. This review will be done in consultation with the City of Great Falls and Cascade County community planners, the Montana Department of Transportation (MDT) traffic modelers, and the Great Falls Transportation Advisory Committee (TAC).

A preliminary Public Involvement Plan (PIP) was included in our Team's response to the Request for Proposal. The PIP sets forth the expected public outreach and involvement activities necessary for the development of the Transportation Plan. Any modifications needed to the PIP will be made and submitted within two weeks of the notice-to-proceed such that it can be discussed at the first TAC meeting held for the project.

NUMBER	DESCRIPTION
Sub-Task 1.1	Compile and Review Information
Sub-Task 1.2	Review Study Area Boundary
Sub-Task 1.3	Prepare Draft Public Involvement Plan
Sub-Task 1.4	QA/QC Draft Public Involvement Plan
Sub-Task 1.5	Prepare Final Public Involvement Plan

Task 1 Deliverables:

- ✓ *Study Area Boundary Map* (Electronic)
- ✓ *Public Involvement Plan* (Electronic)

Task 2: Assemble, Review, and Collect Existing Data and Reports

This task involves collecting data that relates to the transportation planning process. The RPA team will acquire and evaluate the information and data that is already available, and collect or develop any additional information required to accomplish the study. Any existing information will be referenced in the study documents to allow users and reviewers to locate sources of the material.

RPA will compile and review existing traffic data that is available through the City, County and MDT. RPA will conduct an analysis of the existing traffic conditions in the project study area based on existing and historic traffic volume counts, combined with new traffic count data that will be collected as part of this task.

RPA will collect turning movement data during the A.M. and P.M. peak periods at up to 40 major signalized intersections (to be determined in conjunction with the Technical Advisory Committee). We will also collect information relating to truck traffic as well as pedestrian and bicycle traffic at each of these intersections. Other information such as signal timing, phasing and lane use, and special intersection

geometrics will be collected for each of these intersections. This information is essential in the evaluation of intersection and corridor operation.

Historic crash data for the past five years will be compiled by RPA. This information will be used to identify locations that have a high crash frequency or a high level of crash severity.

Intersection and roadway geometric data will be collected by RPA. Information such as lane use, horizontal curvature, vertical alignment, sight distances, clear zones, and lane widths will help identify opportunities and constraints for potential improvement projects.

Additional traffic data will be collected as needed for the Medical District sub-area. It is anticipated that additional traffic counts, field reviews, and geometric analyses will be needed for this sub-area.

RPA will conduct a pavement condition inventory of roads on the major street network. This inventory will consist of a windshield survey of the pavement, ranking the condition based on the amount of cracks, patches, potholes and other pavement irregularities. This pavement condition survey will assist in the evaluation of existing and unmet maintenance and preservation needs of the existing transportation system.

Recent and on-going local and statewide planning documents will be reviewed as part of this task. The review of the various documents will be crucial in determining progress and relative status pertinent to previous planning efforts and desired community objectives. Some of the information that will be collected from these documents includes: socioeconomic data; traffic count data; crash data; major street network classification; information relating to the signalized intersections (warrants, timing, and lane use); bicycle and pedestrian facilities; base mapping; aerial photos; funding data; and recent and relevant traffic studies.

NUMBER	DESCRIPTION
Sub-Task 2.1	Request and Compile Existing Data and Reports
Sub-Task 2.2	Review Existing Data and Reports
Sub-Task 2.3	Inquiry to Staff Regarding Questions and/or Issues on Existing Data and Reports
Sub-Task 2.4	Complete Turning Movement Counts at Major Intersections (up to 40)
Sub-Task 2.5	Collect Crash Data
Sub-Task 2.6	Collect Geometric Data
Sub-Task 2.7	Collect Medical District Traffic Data
Sub-Task 2.8	Conduct Pavement Condition Inventory

Task 2 Deliverables:

- ✓ *Intersection Turning Movement Count Data* *(Electronic)*
- ✓ *Medical District Traffic Data* *(Electronic)*

Task 3: Identify Goals and Objectives

The intent of establishing goals and objectives is to provide guidance in the development of the Transportation Plan. The first step in this work task will be to identify the primary goals of the Plan. The next step is to develop measurable objectives that will allow us to monitor progress in achieving the established goals. Formulation of goals and objectives for the Transportation Plan will begin with a review of the current and developing transportation issues in the project study area, and the performance measure guidance that is emerging from MAP-21 implementation. Early in this process, RPA will assess

the continuing relevance of goals and objectives set forth in the past transportation plans. RPA will review and reaffirm the goals and objectives with the TAC and the public.

The TAC will provide initial formulation of goals and objectives for the Transportation Plan. RPA will provide the TAC with summary information on transportation issues identified early in the planning process. The TAC members will also be able to add their own valuable insight to the identification and evaluation of area transportation concerns. We will also summarize relevant information from our team's experience in working with MDT and similar MPO's to understand MAP-21's performance measurement objectives. As the rulemaking process will not be completed prior to completion of the Transportation Plan, it is unlikely that Federal and State performance measures will be developed as guidance for this study. Conversations with MDT staff relative to MAP-21 performance measures acknowledge that the planning effort should at least document safety trends and statistics, as comprehensive safety is a focus effort of MAP-21. In addition, the eight planning factors contained in Title 23 USC 134 (Metropolitan Transportation Planning) guidance should be acknowledged and considered. RPA will evaluate and review the relevance of goals and objectives set forth in other City and County planning documents. Ultimately, RPA and the TAC will establish identifiable goals and measurable objectives that will guide the development and implementation of the Plan.

NUMBER	DESCRIPTION
Sub-Task 3.1	Compile and Review Existing Community Goals, Policies and Objectives
Sub-Task 3.2	Prepare Draft Goals and Objectives Technical Memorandum
Sub-Task 3.3	QA/QC Draft Goals and Objectives Technical Memorandum
Sub-Task 3.4	Prepare Final Goals and Objectives Technical Memorandum

Task 3 Deliverables:

- ✓ *Goals and Objectives Technical Memorandum* (Electronic)

Task 4: Develop Socioeconomic and Land Use Baseline Forecasts

Socioeconomic and land use information will be developed for the study area. This data will summarize the area's land ownership characteristics, land use, land development status, population, income, and housing characteristics, employment centers and economic development potential. Socio-economic and land use data will be compatible with other public planning efforts in Great Falls and Cascade County.

2010 US Census and American Community Survey information will provide information relating to population, income, and housing. This task will include developing and verifying the forecasts of population, income, housing, and employment, and projecting the areas where new development will occur.

Existing business and employment information used in the baseline 2010 TransCad *Travel Demand Model* is based on the employment database that MDT purchased from GeoResults for Cascade County. The information represents year 2010 conditions. The consultant will adjust this baseline to reflect year 2012 employment conditions in an effort to depict the most current information for the modeling effort. Employment changes and locations occurring between year 2010 and 2012 will be derived from reputable sources acceptable to MDT and MPO staff.

An overview of area economic characteristics and trends will be developed using City of Great Falls and Cascade County employment and income data available from the U.S. Bureau of Economic Analysis (BEA) and the Montana Department of Labor and Industry (DLI).

The population and housing inputs into the transportation demand model will need to be brought up-to-date by combining 2010 census data with post-census data available from multiple agencies and indices from other non-census sources.

The modeling area has been subdivided into individual Census Blocks for use by the MDT Travel Demand Modeler. Census Blocks were used to develop the current model for the study area. Future socioeconomic information and land use data assignments will be reviewed and correlated with individual Census Blocks as inputs to the development of the travel demand model for this project. The identification and review of the Census Blocks will be done in consultation with the MDT modelers and members of the City and County Planning staff.

Land use forecasts will be developed in terms of “control totals” to quantify forecasted changes in County level population, housing, business development, government, education, and special generators by Census Block. City of Great Falls planning staff will geographically allocate the projected growth to areas within the planning area boundary. The travel demand model will use these predictions of the distribution of future land uses within Census Blocks to forecast the characteristics and distribution of future travel demand in the study area.

Development of land use forecasts will require considerable input from planners and other local professionals knowledgeable of area development factors. Importantly, the methodology used to predict future conditions is dynamic; it allows for the testing of alternative economic and population growth locations, and analysis of different assumptions about future land use distributions.

We have learned through experience how dynamic Montana population, economic, and land use patterns can be. We will develop growth alternatives to test the effects of different levels of aggregate growth and land use development patterns on transportation (and other planning issues) in the Great Falls area.

NUMBER	DESCRIPTION
Sub-Task 4.1	Review Census Data and Local Forecasts for Population, Housing and Employment
Sub-Task 4.2	Develop Baseline Socioeconomic and Land Use Conditions
Sub-Task 4.3	Project 2025 and 2035 Planning Horizon Year Conditions
Sub-Task 4.4	Prepare Draft Socioeconomic and Land Use Technical Memorandum
Sub-Task 4.5	QA/QC Draft Socioeconomic and Land Use Technical Memorandum
Sub-Task 4.6	Prepare Final Socioeconomic and Land Use Technical Memorandum

Task 4 Deliverables:

- ✓ *Baseline Socioeconomic and Land Use Data* *(Electronic)*
- ✓ *Planning Horizon Year Data* *(Electronic)*
- ✓ *Socioeconomic and Land Use Technical Memorandum* *(Electronic)*

Task 5: Travel Demand Modeling of Existing and Future No-Build Conditions

MDT Statewide and Urban Planning Section will conduct all “hands on” modeling work, while our team assists with calibration assessment and review, interpretation, and post-processing of model output.

Under this task, the RPA team will coordinate with the MDT Statewide and Urban Planning Section to ensure that the most current travel model input data are provided to MDT’s modelers in a timely manner. MDT, the TAC, and the RPA team will agree upon the modeling alternatives.

We assume that MDT will update and recalibrate the Great Falls model, if needed, to a recent base year. We are prepared to assist MDT as needed with researching and assembling all necessary social, economic, transportation system and geographic information for this update and recalibration effort. We will coordinate with MDT to review calibration results for trip generation, distribution and assignment. Trip assignment calibration will use traffic count data from state and local sources, with all counts adjusted by MDT to a common base year prior to their use in the calibration effort.

Once the calibrated base year model is ready, we will provide MDT with the input data for creating a “no build” or “existing plus committed” model for the analysis year(s). The RPA team will identify the committed transportation projects in consultation with the project manager, the TAC and MDT. RPA will also assess future year housing and employment allocation throughout the study area in consultation with local officials and professionals knowledgeable on community development and likely growth patterns. This effort will produce population and employment growth projections for the individual zones in the travel demand model. We will review these projections with the TAC, and arrive at consensus forecasts for consideration and adoption by the Planning Board.

We will provide the committed project list and socioeconomic projections to MDT for conducting the “no build” model run(s). Cambridge Systematics will analyze the no-build model results to assess travel patterns on a network-wide basis and identify specific locations with capacity-related deficiencies or opportunities. As part of this travel pattern review, Cambridge Systematics may conduct select-link analyses to better understand the traffic mix at key locations, which will in turn provide qualitative guidance on the likely impacts of different types of investment strategies.

NUMBER	DESCRIPTION
Sub-Task 5.1	Miscellaneous Meetings with MDT Travel Demand Modeler
Sub-Task 5.2	Identify Committed Project List and Deliver to MDT for Baseline Model
Sub-Task 5.3	Develop Socioeconomic and Land Use Assumptions for Travel Demand Modeling
Sub-Task 5.4	Assess Model Validation According to Accepted Calibration Methods
Sub-Task 5.5	Prepare Draft Travel Demand Model Calibration Technical Memorandum
Sub-Task 5.6	QA/QC Draft Travel Demand Model Calibration Technical Memorandum
Sub-Task 5.7	Prepare Final Travel Demand Model Calibration Technical Memorandum

Task 5 Deliverables:

- ✓ *Committed Project List* (Electronic)
- ✓ *Planning Horizon Year Socioeconomic and Land Use Assumptions* (Electronic)
- ✓ *Travel Demand Model Calibration Technical Memorandum* (Electronic)

Task 6: Existing and Projected Conditions Analysis

The RPA team will analyze existing data and new information collected earlier in the study, in an effort to identify the traffic-related problems that need to be addressed in the Transportation Plan. We will begin by analyzing operational conditions for major signalized and unsignalized intersections using existing and projected traffic volumes. The level of service for each of these intersections will be determined. This analysis will also include identifying other intersections that will likely require signalization during the 20-year planning horizon of the study.

We also suggest conducting a two-tiered safety assessment using crash data and recommendations from MDT’s Strategic Highway Safety Plan (SHSP) and implementation process. First, we will assess crash

data at major intersections and at a system-wide level. This first level assessment will identify historic trends plus specific locations where crash rates or types are outside of expected ranges.

Our second level safety analysis will be more systemic in nature. While the first level analysis provides an initial view of the types of crashes present on the public roadway system, it only reflects crashes that have already occurred. This second level looks at safety from a proactive, rather than a reactive, manner. It will provide a policy-oriented assessment of compatibility with MDT’s SHSP and Great Falls’ readiness to adapt to demographic changes and emerging trends in development patterns and traveler behavior.

A systemic approach to safety also helps determine if all systems and crash types present equal opportunities for crash reduction, or if specific parts of the system and certain crash types offer greater opportunities to save lives. Whereas the first phase of the analysis will identify crash types and transportation system users that may be overrepresented, the systemic approach will relate the crashes to facilities and possibly surrounding land uses to identify roadway system characteristics that may be overrepresented for crashes. This approach has proven quite useful in other regions since it helps identify improvements on more rural roadways and has seen some success in improving pedestrian and bicycle safety.

This work task will result in a listing of major operational and safety considerations associated with the transportation network, the underlying factors that contribute to these considerations, and the actions and policies that might be appropriate for addressing the factors. These considerations and factors will be addressed by project and policy recommendations developed later in the planning process.

The results of this task will provide direction to the planning process. Once the transportation-related considerations have been clearly identified, the RPA team will make recommendations on how these deficiencies can be corrected.

NUMBER	DESCRIPTION
Sub-Task 6.1	Analyze all Existing and Collected Data
Sub-Task 6.2	Perform Intersection and Corridor Performance Analysis
Sub-Task 6.3	Conduct Safety Analysis
Sub-Task 6.4	Identify Operational Deficiencies and Safety Issues
Sub-Task 6.5	Prepare Draft Existing and Projected Conditions Technical Memorandum
Sub-Task 6.6	QA/QC Draft Existing and Projected Conditions Technical Memorandum
Sub-Task 6.7	Prepare Final Existing and Projected Conditions Technical Memorandum

Task 6 Deliverables:

- ✓ *Intersection and Corridor Performance Analysis* (Electronic)
- ✓ *Safety Analysis* (Electronic)
- ✓ *Existing and Projected Conditions Technical Memorandum* (Electronic)

Task 7: Non-Motorized Transportation

This non-motorized element of the Transportation Plan is an opportunity to gather a specific set of recommendations that can be advanced through the MPO, City and State process for implementation and ultimately meet the needs of the community. RPA team member Alta Planning + Design will provide non-motorized expertise throughout the development of the Transportation Plan.

PUBLIC AND PROJECT OUTREACH

Alta will arrange stakeholder meetings with the following groups as needed:

- Local trails and hiking groups (e.g. Recreational Trails, Inc – River’s Edge Trail);
- Local bicycle and pedestrian coalitions and clubs (e.g. Great Falls Bicycle Club);
- Local environmental groups; and
- Local accessibility groups.

Comments provided during the stakeholder meetings, during the first public meeting, and by the TAC will be instrumental in gaining an understanding of the adequacy of existing facilities and programs. We will gather information during the stakeholder meetings, during the first public meeting, and from the TAC that will provide information about general bicycle and pedestrian issues in the Great Falls area, as well as specific locations that need improvement.

ANALYZE EXISTING CONDITIONS

Alta will determine the adequacy of existing conditions for bicyclists and pedestrians through data contained in MPO and City’s records and field observations. We will summarize the attributes of existing facilities in the region based on our observations. Given the varied needs of bicyclists and pedestrians, we will conduct separate reviews for bicycle and pedestrian circulation.

Alta will review the suitability of the existing street classifications within the City’s roadway classification network for bicycle transportation. The focus of this review will be:

- Principal Arterials (Urban & Rural);
- Minor Arterials (Urban & Rural);
- Major Collectors (Rural);
- Minor Collectors (Rural); and
- Other Collectors (Urban).

Local streets will be evaluated on an “as-needed” basis to develop a complete bicycle and pedestrian network. A comprehensive field evaluation of all streets is not included due to the fact that most older and recently developed residential areas in Great Falls have consistent sidewalk widths, low traffic volumes, and fixed right-of-way and lane configurations. This preliminary review of the existing roadway network will provide Alta with a base of knowledge for assessing potential streets in the bicycle and pedestrian network.

Alta will review documentation of existing bicycle and pedestrian facilities including, the Great Falls Area Transportation Plan (2009), the Downtown Master Plan, the School Student Safety Plan, and other relevant studies.

Alta will conduct a street-level field review and analyze the condition and adequacy of existing non-motorized facilities. We will verify existing inventories of shared-use paths and any other bicycle facilities such as signed bike routes. We will examine the location, design, and functionality of those facilities. Alta will determine the adequacy of the existing non-motorized network for the following:

- Safety;
- Connectivity;
- Completeness of network;

- Ability to serve work centers, shopping, residential areas, parks, schools, the civic center, community centers, transit links, and other important destinations;
- Accessibility;
- Convenience; and
- Ability to serve the needs of different types of users.

We will identify gaps in the system and areas of the region that are not well served. We will also identify the needs of the various users that are not well served. We understand that Great Falls has recently completed a pedestrian gap survey for the major street network and will provide the results in GIS format.

Data collection will be organized by functional street classifications. Arterial and major collector streets and streets identified through the public outreach process will be surveyed. Residential streets will not be surveyed with the exception of where ADA compliance may be a concern. Information on off-street trails will be gathered from the MPO and City of Great Falls and will be supplemented by field observations. In the process of surveying arterial and collector streets, conditions will be noted at and around existing and planned transit stops. Great Falls staff will provide paper copies of ADA deficiencies relative to ramps at intersections, and Alta will digitize the locations into a GIS format consistent with other Plan graphics.

The existing non-motorized facilities in the Great Falls area will be evaluated for continuity, convenience barriers for disabled persons, and access. System continuity is defined as providing the user the opportunity to travel in a reasonably direct line from a point of origin (a residential neighborhood typically) to a point of destination. The existing system will be reviewed to determine existing gaps, barriers, and bottlenecks that prevent facility users from traveling to destinations within a neighborhood, throughout the region, and to connecting points within the region.

The existing system will be reviewed for general user convenience in terms of:

- Accessibility from points of origin (coverage);
- Comfort level of streets used in terms of vehicle traffic, crossing protection, lane width, driveways, and other items;
- Topography and grades;
- Opportunities and constraints associated with “mid-block” pedestrian crossings;
- Opportunities and constraints associated with grade separated (i.e. overpass and/or underpass) pedestrian crossings;
- Support facilities such as benches, and drinking fountains at major destinations; and
- Coherence of the system to the average user attempting to reach an unfamiliar destination.

Alta will look at collision data compiled by the City, County, and/or State. We will look at the volume of collisions, their locations, as well as other information kept in records. Collision data enables GIS mapping and analysis of bicycle and pedestrian collision location, type and frequency. If additional data is available from local police, this data will be utilized as well.

Alta will review existing traffic count data and levels of service, collected by other members of the project team, on key study intersections as well as at the mid-block level. Traffic data will also be compiled for other key facilities as well. This data will be utilized in subsequent tasks as they relate to the identification of new bike and pedestrian facilities.

Alta will gather information on any existing non-motorized education and marketing programs in the Great Falls area. We will collect information regarding enforcement policies of the Great Falls Police

Department and the Cascade County Sheriff's Office. We will analyze the adequacy and effectiveness of these programs.

NEEDS ANALYSIS

Alta will use a combination of information gathered from the Existing Conditions Analysis and a questionnaire to determine what the needs of bicyclists and pedestrians in the Great Falls area are, as well as to prioritize these needs. From the Existing Conditions Analysis, we will review information including:

- Input from the TAC;
- Input from the Public Meetings;
- Input from the Stakeholder Meetings;
- Findings from the field review; and
- Findings from the bicycle and pedestrian collision and safety analyses.

Alta will develop, electronically circulate and tabulate data from a bicycle and pedestrian needs focused survey. The intent of the survey questionnaire is to identify and prioritize some of the needs of the community. The electronic questionnaire may solicit information about demographics, route preferences, facility preferences, safety issues, and other behaviors related to bicycling and walking. The electronic link to the questionnaires will be distributed at meetings and through the same informational outlets used for the public participation process. We will distribute separate bicycle and pedestrian surveys. These surveys will be tabulated and analyzed. The survey analysis will be used to determine:

- Identification of general facility and program needs for bicycle and pedestrian development within the study area;
- Location of most needed bicycle facility improvements and type;
- Location of most needed pedestrian facility improvements and type;
- Planning and implementation priorities of the general public; and
- Potential safety conflict locations.

DEVELOP NON-MOTORIZED NETWORK

The needs analysis will lead to a set of recommendations for bicycle and pedestrian network improvements. The key objective of this effort will be to evaluate the proposed network consisting of bicycle and pedestrian facilities. Alta will focus on primary (or regional) and secondary routes, design and operating standards for the installation of bicycle and pedestrian improvements, new safety and marketing programs, and a detailed implementation strategy focusing on developing feasible and competitive projects for available State and Federal funding.

The evaluation framework generally consists of criteria such as need, safety, available right of way, connectivity and directness, grades, barriers, multi-modal linkages, safety and conflicts, and security.

Typical criteria used to develop recommended bicycle and pedestrian routes and facilities include:

- **Connectivity** – Provide connectivity between existing sidewalks, routes, lanes, or paths. Major gaps and barriers, including narrow roadway segments, should be targeted as high priority items.
- **Multi-Modal Coordination** – Take advantage of multi-modal connections, including bus transfer stations and transit terminals and shuttles to major destinations.

- **Accessibility** – Be accessible from residential neighborhood and connect to major destinations within the Great Falls area, including parks, community centers, employment centers, schools, and commercial centers.
- **Convenience** – Provide reasonably direct routes from residential areas to major destinations.
- **Experience** – The most direct route may not necessarily be the preferred route from a non-motorized perspective. Wide high speed, high volume roads are not facilities that attract high non-motorized usage.
- **Aesthetics** – Both recreational and commuting users prefer to ride along streets and through areas that are shaded, have visual relief, or offer other visual amenities.
- **Usage** – Serve the greatest number of commuters and recreational users possible, focusing on major destinations. Potential usage will be determined through field observation, surveys, and feedback from staff and the TCC.
- **Safety** – Provide the highest level of safety possible while mitigating major safety concerns such as narrow roadway segments. This will be determined through discussions with staff, field observations, and the accident analysis. We will also identify high vehicular traffic locations and present the opportunities and constraints associated with the proposed bike and pedestrian vis-à-vis general circulation.
- **Planned Roadway Improvement Projects** – Take advantage of planned roadway improvements that may accommodate bicycle facilities with relatively little incremental cost.
- **Coordination With Existing Plans** – Identification of consistency with other local, County, and regional plans.

Alta will recommend a network of bicycle facilities including on-street bicycle lanes, shared use paths, and neighborhood bicycle routes (called bicycle boulevards or neighborhood greenways) and supporting amenities. All proposed bikeway facilities will be described by the classification system developed by AASHTO, NACTO, and by the latest research conducted by FHWA on bikeway planning and design. The classification system consists of the following categories:

- **Shared Use Paths** – Bicycle or multi-user paths separate from roadways, with at-grade or grade-separated crossings
- **Bike Lanes** – Striped bicycle lanes, typically on the right-hand side of roadways that can be configured with buffers or varying forms of protection to enhance safety and user comfort.
- **Bike Routes** – Shared roadways, often in neighborhoods, on which traffic calming, intersection treatments, signage, and other improvements ensure safe and convenient shared use. Also refers to major roadways that provide adequate shoulder or curb lane width and signing, but no striping.

Building off of the existing network, Alta will propose a network of bikeways. Prior to recommending specific routes, we will confer with the MPO, the TAC and the larger public to learn of the preferences for vehicle lane widths, the type of streets on which the County and City is willing to put bikeways, and other pertinent details and design standards. Candidate routes will be measured from curb to curb, explored by Alta staff via bicycle, and assessed for its potential as a bikeway.

We will develop recommendations as to what can be done to improve selected streets or corridors as bikeways. We will describe the classification of each of the recommended routes, their starting and ending points, as well as the destinations and neighborhoods they will serve. We will describe any paving, striping, signage, and other improvements needed to create each of the bikeways. We will also prepare a cost estimate for each bikeway.

Based on our findings from the existing conditions analysis and needs analysis, Alta will develop specific recommendations to improve the pedestrian environment in the study area. The primary focus will be locations having the highest numbers of recorded bicycle or pedestrian accidents. The secondary focus will be areas documented as having the highest level of pedestrian activity.

We will propose specific improvements and prepare detailed project sheets for each of ten to fifteen of the highest priority locations. Recommendations may include such intersection enhancements as:

- New crosswalks;
- Enhanced crosswalks;
- Refuge islands;
- New pedestrian signals;
- Improved signage or pavement markings;
- Curb extensions;
- In-pavement flashing markers;
- Countdown signals;
- Wider sidewalks; and
- ADA ramps or improvements to existing ramps.

Alta will recommend network improvements to provide links to public transit. We will recommend ways to improve opportunities for people to use bicycles and public transit together.

Alta will recommend a public bicycle-parking program focused on employment centers, major shopping centers, public buildings with high rates of visitors, and schools. Bicycle parking improvements recommendations for these locations will include:

- The appropriate type of bicycle parking for each location (racks or lockers);
- Design standards for bicycle racks that are easy to lock to, support bicycles well, and are suitable to be placed in public spaces;
- The availability of physical infrastructure to accommodate bike racks in parking lots and on sidewalks;
- General design standards for appropriate bicycle parking locations;
- An approximate number of bicycle parking devices needed region-wide; and
- Cost estimate for the program.

The bicycle parking program will focus on use public right-of-way and lands, such as sidewalks and parking lots. Additionally, we will recommend means of retrofitting existing commercial and retail buildings to include bicycle parking.

Alta will recommend guidelines for worksite amenities that accommodate bicycle commuters. These amenities will include bicycle parking, showers, and clothing lockers. The guidelines will include:

- The appropriate type of bicycle parking needed;
- The number of bicycle parking spaces needed according to land use type and size;
- Appropriate locations for bicycle parking along with spacing recommendations; and
- An adequate number of showers and clothing lockers according to land use type and size.

These guidelines will be suitable for developer requirements or as a regulating ordinance.

We will prepare general recommendations for improving the walkability along Cascade County's and Great Falls' smaller residential streets. These recommendations may include such improvements as, but not limited to:

- Decorative street lighting;
- Street furniture;
- Improved landscaping;
- Improved ADA ramps; and
- Signage.

Alta will provide general design guidelines for pedestrian improvements, including:

- Documentation of current ADA standards and guidelines;
- Documentation of preferred sidewalk standards for all street classifications;
- Documentation of standards for sidewalk and multi-use trail intersections and overlaps; and
- Documentation of alternative design standards for bicycle/pedestrian facilities (i.e. buffered bike lanes, colored bike lanes, intersection treatments, various types of separated shared-use-path designs, etc.).

IMPLEMENTATION PROGRAM AND FINANCIAL STRATEGY

Recommended bicycle, pedestrian, and safe routes to school programs and improvements will be ranked according to long range comprehensive plan criteria and submitted to the TAC for review and comment. A Decision Matrix will be used to attach weights to each criterion and determine which recommendations meet the highest number of criteria listed. These criteria will consist of those listed below and others developed with TAC.

- Closure of critical gap or correction of a bottleneck in existing system;
- Improvement or program that serves an immediate safety need;
- Segment which will attract high usage;
- Current availability and/or suitability of right of way;
- Ability of improvement to be integrated into other capital projects;
- Cost effectiveness;
- Integration into the existing River's Edge trail system;
- Interface with other modes; and
- Local political and community support.

The recommended programs and improvements will next be evaluated according to specific criteria listed in funding sources such as MAP-21. Each source requires a different type of project and documentation of impacts and benefits. Because of this, the selected routes or improvements will be developed in sufficient detail to qualify for the most stringent program requirements.

Our Team will work closely with the TAC and staff throughout the selection and ranking process, lending expertise on funding, planning, and design guidelines when required.

We will also conduct another Field Review to crosscheck the feasibility of certain sections, which may present implementation challenges.

A Phasing Plan will be developed based on the ranking outcomes to see that the system grows rationally rather than as a series of disconnected pieces over time. The Phasing Plan will recommend a ranking (short-term, intermediate-term, and long-term) to complete a system over the next 10 to 20 years.

Each segment will be evaluated according to an estimated cost-per-mile and estimated on-going maintenance and operation costs by implementation phase based on comparable experiences. Departmental responsibility will also be identified, as will the relationship to possible funding and other specific requirements.

Alta will identify major Federal, State, Regional and local funding sources for the proposed bicycle, pedestrian and safe routes to school project. Costs of the phased improvements will be compared with funding needs, so that long term programming for local matching funds can be accomplished. A detailed table identifying available funding sources and applicability to specific priority projects will be provided in the final report.

MARKETING AND EDUCATIONAL PROGRAM

A model for a public awareness campaign and/or program will be developed. It will improve the public awareness of bicycling and walking as an alternative to the use of automobiles. The campaign will target users such as avid and inexperienced bicyclists, pedestrians, students, commuters, seniors, and others. Suggestions will be made to tie into existing local events as well as an annual promotion simply for pedestrians and bicyclists.

Alta will prepare recommendations for bicycle and pedestrian safety education programs that can be implemented to make local projects competitive for local and/or State funding. Our team will work with MPO and City staff to examine, in a “bigger picture” context, education/outreach interests, concerns, needs, and resources and develop a plan using numerous strategies that address those items. Our intent is not to overburden city staff with new responsibilities and commitments, but to identify strategic partnerships with organizations such as parent groups and local service groups to partner with for implementation.

Potential Non-Motorized Safety Education Programs:

- Recognition and avoidance of common non-motorized collisions;
- Understanding of driver behaviors, rights and responsibilities;
- Awareness of Vehicle Codes governing bicyclists;
- Bicycle helmet use;
- Bicycle purchase, maintenance and repair;
- Traffic assessment and skills;
- Physical, social and economic consequences of non-motorized collisions; and
- Promotion and benefits of bicycling and walking as an effective mode of transportation.

NUMBER	DESCRIPTION
Sub-Task 7.1	Conduct Stakeholder Events
Sub-Task 7.2	Review Existing Street Classifications and Roadway Network
Sub-Task 7.3	Examine Existing Documentation
Sub-Task 7.4	Solicit Comments
Sub-Task 7.5	Field Review
Sub-Task 7.6	Analyze Existing Facilities
Sub-Task 7.7	GIS Mapping / Inventory
Sub-Task 7.8	Analyze Collision and Traffic Data
Sub-Task 7.9	Analyze Existing Programs and Policies
Sub-Task 7.10	Review Enforcement Procedures
Sub-Task 7.11	Administer Survey Questionnaires
Sub-Task 7.12	Bicycle Facilities Network Improvements
Sub-Task 7.13	Pedestrian Facilities Network Improvements
Sub-Task 7.14	Establish Links to Public Transportation
Sub-Task 7.15	Develop Immediate Priority Projects
Sub-Task 7.16	Develop Recommended Improvements
Sub-Task 7.17	Develop Recommended Design Standards
Sub-Task 7.18	Develop Ranking and Phasing Plan
Sub-Task 7.19	Develop Improvement Cost Estimates
Sub-Task 7.20	Develop Maintenance Costs
Sub-Task 7.21	Identify Funding Requirements
Sub-Task 7.22	Develop Bicycle Safety Education
Sub-Task 7.23	Develop Pedestrian Safety Education
Sub-Task 7.24	Prepare Draft Non-Motorized Transportation Technical Memorandum
Sub-Task 7.25	QA/QC Draft Non-Motorized Transportation Technical Memorandum
Sub-Task 7.26	Prepare Final Non-Motorized Transportation Technical Memorandum

Task 7 Deliverables:

- ✓ *Stakeholder Event Materials* (Electronic)
- ✓ *GIS Mapping / Inventory of Existing Non-Motorized Network* (Electronic)
- ✓ *Non-Motorized Questionnaire* (Electronic)
- ✓ *Non-Motorized Transportation Technical Memorandum* (Electronic)

Task 8: Transit Analysis

An analysis of the Great Falls Transit District (GFTD) will be completed under this task. A review will be made of existing documents and data specific to GFTD. It is essential to examine the transit operations and identify the existing conditions of the fleet and the services provided.

The first work item for this task will be to review all existing information available about GTFD, including all operational and service data. RPA will review all transit system studies that have been prepared previously for GFTD and the Great Falls community. Existing data pertaining to the transit system routes and ridership data will also be reviewed.

The transit needs of the area will be identified and compared to the service provided. It is important to project the population and employment growth of the area in order to assess the future transportation needs. RPA will work closely with GFTD to identify the specific transportation needs of the likely riders of the transit system.

Census information and other relevant data from the US Department of Commerce and the Montana Department of Labor and Industry will be analyzed. Information about the transportation habits, demographics, and socioeconomic conditions of the study area population will serve as the basis for determining transportation needs. This data will be used as a basis for establishing transportation services in the area.

Transportation needs identified within the study area will be evaluated with respect to currently available transportation services to determine where problems and deficiencies exist. The transportation needs of the community will be prioritized, based partially on availability of options to address those needs.

An analysis of short- and long-term recommendations will be made. Short-term recommendations will be developed to address current problems with the area's transportation system. Areas to be examined for short-term recommendations may include: expansion of service hours or days; changes in the fee structure; short-term marketing; and vehicle replacement.

Long-range recommendations will be designed to address future needs of the system to provide desired long-term benefits to the community. Items which may be included as long-range recommendations are: expansion of the transit fleet; expanding the fixed-route system; long-term marketing; long-term sustainable financing; construction of fleet maintenance and storage areas; and establishment of intercity transportation service.

Current and upcoming federal and state regulations, programs, and funding will be researched and analyzed to determine how they relate to the identified needs within the community's transportation system.

NUMBER	DESCRIPTION
Sub-Task 8.1	Review Existing Transit Documents and Data
Sub-Task 8.2	Review Existing Transit System and Ridership
Sub-Task 8.3	Identify Transit Needs
Sub-Task 8.4	Develop Transit Recommendations
Sub-Task 8.5	Develop Transit Improvement Cost Estimates
Sub-Task 8.6	Identify Transit Funding Sources
Sub-Task 8.7	Prepare Draft Transit Analysis Technical Memorandum
Sub-Task 8.8	QA/QC Draft Transit Analysis Technical Memorandum
Sub-Task 8.9	Prepare Final Transit Analysis Technical Memorandum

Task 8 Deliverables:

✓ *Transit Analysis Technical Memorandum*

(Electronic)

Task 9: Alternative Network Modeling and Assessment

As noted in Task 5, MDT Statewide and Urban Planning Section will conduct all "hands on" modeling work, while our team assists with calibration assessment and review, interpretation, and post-processing of model output.

The traffic model will be used to examine the effect of possible alterations to the major street network. We assume that MDT will be able to provide travel modeling support for up to 10 future year model runs. These runs will test the effectiveness of individual major projects or polices, groups of similar projects, network-wide investment strategies, or alternative growth projections (such as in the Medical District sub-area).

The future year alternatives will be developed in consultation with the TAC. We anticipate that many of the alternatives will be structured to address the various considerations identified in Task 6. However, some “what-if” alternatives, such as modifications to projected growth patterns or system operation strategies, could also be tested.

Once alternatives are finalized, the RPA team will convert the alternative assumptions into modeling parameters for use by MDT’s modelers. As MDT completes alternative model runs, the RPA team will review, post-process and evaluate the model results and report the findings.

NUMBER	DESCRIPTION
Sub-Task 9.1	Develop Modeling Alternatives
Sub-Task 9.2	Meet with MDT Travel Demand Modeler to Incorporate Alternatives
Sub-Task 9.3	Analyze Alternative Network Modeling Results
Sub-Task 9.4	Evaluate Sub-Area Modeling for Medical District
Sub-Task 9.5	Prepare Draft Alternative Network Modeling Technical Memorandum
Sub-Task 9.6	QA/QC Draft Alternative Network Modeling Technical Memorandum
Sub-Task 9.7	Prepare Final Alternative Network Modeling Technical Memorandum

Task 9 Deliverables:

- ✓ *Network Modeling Alternatives* *(Electronic)*
- ✓ *Sub-Area Modeling for Medical District* *(Electronic)*
- ✓ *Alternative Network Modeling Technical Memorandum* *(Electronic)*

Task 10: Freight, Security, and Environmental Mitigation

FREIGHT SYSTEM

Great Falls has a dynamic freight environment that connects the region to domestic and international trading partners, circulates goods to local businesses and residents, and allows for through movements of long haul freight by truck and rail. This environment includes proximity to Interstate 15, which has become a major freight corridor as Alberta tar sands production has increased, and host to BNSF Railway mainlines and a railyard. Goods movement often occurs side by side with passenger movement and, therefore, is often a consideration even for infrastructure projects that are directly targeted towards improving goods movement.

MAP-21 also has significant implications for freight planning. For example, freight projects that are formally identified through the regional planning process are eligible to compete for funding in the Freight Project of National and Regional Significance Program. However, only projects identified in state freight plans are eligible to compete for this funding; inclusion in the Great Falls is an obvious first step to consideration for the state freight plan.

The RPA team will assess overall goods movement flows through the region to develop a background on the importance of these flows to the regional economy. This assessment will draw from data assembled

by team member Cambridge Systematics as part of its recent MDT rail plan work. We will then drill down from this regional view to identify major truck/rail freight destinations, hubs, and travel routes. This data will be analyzed to identify the adequacy and appropriateness of the roadway system for truck usage. Consideration will also be given to the need for transporting hazardous materials through the study area when evaluating the truck routes.

TRANSPORTATION SYSTEM SECURITY

The RPA team will conduct a spatial analysis of the Great Falls transportation system to assess system redundancy, capacity, and related factors that will help the Great Falls community effectively respond to natural and man-made disasters. This information could result in policies or longer term investment suggestions to help bolster system security.

ENVIRONMENTAL MITIGATION

RPA will work with federal, state and local agencies to ensure appropriate stewardship and preservation of cultural and natural resources. A list and discussion of potential environmental mitigation methods and opportunities will be included in the Transportation Plan. Mitigation measures are necessary to mitigate any potential adverse impacts that may occur as a result of the recommendations made in the Transportation Plan. Mitigation measures may include avoidance, minimizing impacts by limiting the scope of the proposed project, rehabilitating or restoring the affected environment, and compensating for the impact by replacing or providing substitute resources. Mitigation measures include both temporary and permanent measures to minimize impacts during and after project construction.

NUMBER	DESCRIPTION
Sub-Task 10.1	Identify / Assess Freight System and Freight Generators
Sub-Task 10.2	Evaluate Transportation System Security
Sub-Task 10.3	Assess Types of Potential Environmental Mitigation Activities
Sub-Task 10.4	Prepare Draft Freight, Security, and Environmental Mitigation Technical Memorandum
Sub-Task 10.5	QA/QC Draft Freight, Security, and Environmental Mitigation Technical Memorandum
Sub-Task 10.6	Prepare Final Freight, Security, and Environmental Mitigation Technical Memorandum

Task 10 Deliverables:

- ✓ *Freight, Security, and Environmental Mitigation Technical Memorandum* (Electronic)

Task 11: Other Key Considerations

Prior tasks have described the major discrete work efforts that are needed to support the Plan update. However, good planning practice (and compliance with state and federal transportation planning regulations) calls for considering other key issues. Some of these issues include:

CORRIDOR PRESERVATION MEASURES

Corridor preservation is the application of measures to prevent or minimize development within the right-of-way of a planned transportation facility or improvement within a defined corridor. That includes corridors, both existing and future, in which a wide array of transportation improvements may be constructed including roadways, bikeways, multi-use trails, equestrian paths, high occupancy vehicle lanes, fixed-rail lines and more.

Corridor preservation is important because it helps to ensure that a transportation system will effectively and efficiently serve existing and future development within a local community, region or state, and prevent costly and difficult acquisitions after the fact. Corridor preservation policies, programs and practices will be analyzed to help provide benefits to communities, taxpayers and the public at large.

This chapter will also include a “future road network” to facilitate the orderly growth of the urban area road network.

TRANSPORTATION DEMAND MANAGEMENT

Transportation Demand Management (TDM) deals with techniques for reducing travel demand, or adjusting times of travel to minimize peaking on facilities. This work task will assess the appropriateness and sufficiency of strategies such as transit investments, land use planning, bicycle and pedestrian travel, carpool or vanpool programs, and overall parking management to contribute to travel demand reduction in the study area.

A range of potential TDM strategies will be identified based on programs that have been developed or considered in similar regions around the country. These strategies will then be analyzed to determine which strategies will be most effective for the conditions in the study area boundary. This evaluation will consider the types of incentives that could be used, the size of the typical businesses, parking supply and demand, typical commute times, transit opportunities and other available transportation alternatives. The TDM analysis will focus on commute trips between the home and workplace, which have traditionally had the best results with respect to TDM, as well as recreational/tourism travel in the core area of Great Falls.

CONTEXT SENSITIVE DESIGN AND TRAFFIC CALMING

Areas where transportation projects can enhance the context of transportation within the community will be identified in the Transportation Plan. Recommended projects will be analyzed to determine if opportunity exists to improve the role of transportation in the community, including its interface with adjoining lands..

Opportunities to implement context sensitive design fundamentals will also be analyzed. Context sensitive design principles balance safety, mobility, community, and environmental goals. The idea is to achieve a design that works for all users and one that fits into the implementation area.

Traffic calming techniques will be examined and are typically aimed at lowering vehicle speeds, decreasing truck volumes, and/or reducing the amount of cut-through traffic in a given area. If applied properly, these techniques can result in a more pleasant environment. The main goals of traffic calming are to:

- Reduce the frequency and severity of crashes;
- Improve the quality of life in residential areas;
- Reduce negative environmental impacts of traffic; and
- Promote walking and bicycling.

During the development of the Transportation Plan, traffic calming techniques will be identified along with a list of advantages and disadvantages. Project recommendations for traffic calming at specific locations will also be made.

It is expected that the topics of Context Sensitive Design and Traffic Calming will be included as a distinct chapter in the Plan.

SYSTEM OPERATIONS AND MAINTENANCE

Roadway maintenance and pavement preservation methods will be analyzed to determine if opportunity exists to enhance current techniques. Roadway maintenance activities such as surface treatments, striping, signing, and other areas will be examined. We will work with TAC members and interview state, county and city agencies to develop cost estimates for operating and maintaining the existing and proposed transportation system. These costs are a key transportation planning requirement in federal regulations.

NUMBER	DESCRIPTION
Sub-Task 11.1	Identify / Develop Corridor Preservation Measures
Sub-Task 11.2	Identify / Develop Pro-Active Traffic Calming Measures and Guidance
Sub-Task 11.3	Identify and Rank Alternative Transportation Demand Management Strategies
Sub-Task 11.4	Identify Methods for Incorporating Livability and Context Sensitive Design into Improvement Projects
Sub-Task 11.5	Evaluate System Operations and Maintenance Measures
Sub-Task 11.6	Prepare Draft Other Key Considerations Technical Memorandum
Sub-Task 11.7	QA/QC Draft Other Key Considerations Technical Memorandum
Sub-Task 11.8	Prepare Final Other Key Considerations Technical Memorandum

Task 11 Deliverables:

- ✓ *Other Key Considerations Technical Memorandum* (Electronic)

Task 12: Develop Recommendations and Major Street Network

This task will involve developing a preliminary list of short- and long-term recommendations. The short-term recommendations may focus on Transportation System Management (TSM) type improvements that address ways to fine-tune the existing transportation infrastructure without making relatively expensive, major modifications. TSM projects typically focus on traffic signal systems, pavement markings, signing, and other roadway features that complement the basic street system. RPA will conduct a thorough review of delay at intersections, lane utilization, traffic control effectiveness, and other related factors. This information will be used to develop specific recommendations for low-cost, minor projects that often result in significant improvement in traffic flows.

As part of the short-term recommendations, it may be necessary to develop a set of pro-active traffic calming strategies and projects to address traffic problems occurring in the community as a result of inadequacies on the major arterial network. The long-term recommendations will focus on the major infrastructure modifications that will be needed.

Engineering and construction cost estimates will be developed for all of the preliminary improvements recommended as part of this work task. These estimates will be based on current construction costs from similar projects recently bid in Montana. As appropriate, preliminary engineering (PE), inflation, potential right-of-way costs, and incidental and indirect costs (IDIC) will be added to reflect the “true” cost of developing a project.

In addition, roadway typical sections will be revisited with City and County staff, and the community, to determine if the sections are still applicable and/or in need of revision. Careful attention will be made to ensuring that roadway typical section graphics and text portray the same set of information and recommendations. In addition to the roadway typical section subject, an assessment of acceptable

roadway capacity for different roadway lane widths will be made and presented. Appropriate right-of-way widths will be evaluated to ensure compliance with local planning desires, roadway functional classifications, and alternative travel mode uses.

In general, project recommendations will consider benefits to users of the transportation system, estimated costs, implementation ease, and other criteria identified with the TAC and the general public. Additional considerations may arise as MAP-21 implementation continues this year. We are keeping abreast of these developments on many of our projects, and will inform the TAC of any potential criteria refinements due to state or federal requirements.

Project prioritization will be based on several factors including significance of meeting system needs and/or resolving system problems, urgency of addressing targeted needs or problems, and effectiveness and cost efficiency of addressing targeted needs or problems. Prioritization will be developed through close coordination with the TAC. This process will include public participation.

We will combine these initial recommendations with results from the funding analysis (Task 14) to group projects and policies into general timeframes within which the work will be expected to be completed. These project/policy packages will be reviewed by the public, and approved by the TAC prior to being included in the draft report.

The approved, prioritized list of recommended improvements to the major street network will be provided to MDT for inclusion in a final model run. This final model run will provide the data necessary to develop the recommended major street network traffic volumes for the forecast years 2025 and 2035.

MAJOR STREET NETWORK

The major street network consists of all interstate principal arterial, non-interstate principal arterial, minor arterial, and collector routes. An analysis will be made of the adequacy of the existing major street network. A recommended horizon year major street network will be developed based on the needs and anticipated future conditions of the study area.

Establishing a plan for a community's future street layout is essential to proper land development and community planning. It is important that planners, landowners, and developers know where the future road network needs to be located. With an approved major street network, everyone will know where the future arterials need to be located. This will assist everyone involved in anticipating right-of-way needs, and appropriate land-uses.

NUMBER	DESCRIPTION
Sub-Task 12.1	Assess Existing and Future Major Street Network
Sub-Task 12.2	Develop Preliminary Transportation System Management (TSM) Recommendations
Sub-Task 12.3	Develop Preliminary Major Street Network (MSN) Recommendations
Sub-Task 12.4	Develop Planning Level Cost Estimates
Sub-Task 12.5	Review and/or Modify Roadway Typical Sections
Sub-Task 12.6	Prepare Draft Preliminary Recommendations Technical Memorandum
Sub-Task 12.7	QA/QC Draft Preliminary Recommendations Technical Memorandum
Sub-Task 12.8	Prepare Final Preliminary Recommendations Technical Memorandum
Sub-Task 12.9	Prioritize Recommended Improvements in Conjunction with TAC
Sub-Task 12.10	Final Recommended Travel Demand Model

Task 12 Deliverables:

- ✓ *Recommended Roadway Typical Sections* (Electronic)
- ✓ *Preliminary Recommendations Technical Memorandum* (Electronic)
- ✓ *Prioritized Recommended Improvements* (Electronic)
- ✓ *Final Recommended Travel Demand Model* (Electronic)

Task 13: Air Quality Conformity Determination

Once final planning assumptions and transportation projects/policies are identified, the RPA team will work with MDT and the TAC to assemble the technical information needed for the air quality conformity determination. Since Great Falls is currently subject to a Limited Maintenance Plan for carbon monoxide, and is in attainment for all other pollutants, travel demand modeling and air quality emissions modeling will not be needed for the conformity analysis. Cambridge Systematics will review air quality regulations and documentation since completion of the prior conformity determination to assure that the prior conformity analysis structure can continue to be followed. The RPA team will promptly notify the TAC if the streamlined conformity procedures cannot be followed. Cambridge Systematics will then prepare the written documentation needed for the Planning Board to make a conformity determination.

NUMBER	DESCRIPTION
Sub-Task 13.1	Review and Synthesize Air Quality Regulations and Documentation
Sub-Task 13.2	Prepare Draft and Final Air Quality Conformity Chapter

Task 13 Deliverables:

- ✓ *Air Quality Conformity Determination Chapter* (Electronic)

Task 14: Transportation Funding

The Transportation Plan will evaluate transportation funding mechanisms including federal and state gas tax revenue, impact fees, transportation bond issues, local option gas taxes, and other revenue funding sources used in similar MPOs. We will collaborate with the TAC and MDT to prepare order-of-magnitude forecasts for traditional local, state, and federal transportation funding. Local regulations or preferences related to impact fees and other private financing alternatives will also be considered, and a range of revenue that could feasibly be raised from such sources will be estimated. Innovative partnerships and coordinated development plans will also be evaluated, given their opportunities for increased federal

attention and consequent potential for increased federal funding. We will develop examples of how peer communities have approached comprehensive transportation funding.

A logical, straight-forward methodology for forecasting revenues, estimating costs, and balancing needs with available funding and expected expenditures will be included in the Plan. The financial plan will demonstrate how the Plan can be implemented, indicating resources that can be reasonably expected to be made available to carry out the Plan. In addition, it will recommend any additional financing strategies for recommended projects and programs. A clear demonstration of fiscal constraint will be made.

Provisions contained in MAP-21 will be identified and incorporated. The process by which the MPO could implement performance based standards will also be assessed. Recommendations will also be made for a procedure for adoption of performance based standards and processes.

NUMBER	DESCRIPTION
Sub-Task 14.1	Assess Financial Feasibility of Recommendations
Sub-Task 14.2	Identify Funding Options
Sub-Task 14.3	Analyze Funding Methodology for Forecasting Revenues, Estimating Costs, and Balancing Needs
Sub-Task 14.4	Evaluate MAP-21 Provisions
Sub-Task 14.5	Evaluate Performance Based Standards and Processes
Sub-Task 14.6	Prepare Draft Transportation Funding Technical Memorandum
Sub-Task 14.7	QA/QC Draft Transportation Funding Technical Memorandum
Sub-Task 14.8	Prepare Final Transportation Funding Technical Memorandum

Task 14 Deliverables:

- ✓ *Transportation Funding Technical Memorandum* *(Electronic)*

Task 15: Report Preparation

Preparation of the Transportation Plan report is the culmination of all previously completed work. This report document will include the results of all aspects of the planning process, address all of the issues established during the process, and list all of the recommended short- and long-range improvement projects and programs. This document will be produced in draft, public draft, and final versions.

The draft version of the Transportation Plan will first be provided for internal review and comment by the TAC. A public draft will be developed that incorporates any and all relevant comments from the TAC. Upon resolution of issues raised in the public draft, we will assemble a final version of the Transportation Plan document. This document will rely upon quality graphics to present the information in a concise and easy to understand format. Final reviews will be conducted with the agency staff and TAC to ensure that all aspects of the documents are acceptable, and then the specified copies of the final documents will be provided as the primary products and formal documentation for the project.

We will produce up to thirty (30) bound copies of the final Transportation Plan document. In addition, all documents will be provided electronically.

NUMBER	DESCRIPTION
Sub-Task 15.1	Prepare Draft Report
Sub-Task 15.2	QA/AC Draft Report
Sub-Task 15.3	Revise Draft Report after Review
Sub-Task 15.4	Prepare Public Draft Report
Sub-Task 15.5	Revise Public Draft Report after Public Review
Sub-Task 15.6	Prepare Final Report

Task 15 Deliverables:

- ✓ *Draft Report* (Electronic)
- ✓ *Public Draft Report* (Electronic)
- ✓ *Final Report* (30 Copies / Electronic)

Task 16: Public Involvement and Meetings

RPA understands that public involvement is an important component in any successful urban and rural transportation planning process. For this project, we propose a number of public involvement strategies designed to work together to reach the most people possible and elicit meaningful participation.

This task includes the anticipated public participation activities and various meeting expected to be completed throughout the study process. The RPA team understands that there is a high level of interest from the public in transportation issues and that updating the plan will provide public outreach opportunities that will:

- Educate the public on the critical elements of planning and engineering the community's transportation system;
- Respond to the increasing interest of the general public to participate in planning of the community; and
- Increase the public's investment in our Transportation Plan.

To this end, the following public participation activities and meetings will be part of the official "Public Involvement Plan", which is contained in Section 2.3 of this proposal.

WEBSITE

RPA will create, provide content to populate, and maintain the Transportation Plan website. Any meeting announcements, newsletters, reports, memos, and meeting minutes relevant to the study will be posted to the website. The TAC will need to identify the materials they want posted by RPA. A Facebook page will also be developed and linked to the city's Facebook page (located at <http://www.greatfallsmt.net/community/city-facebook-links>).

PROJECT CONTACTS

RPA will make its project manager and lead engineers available for personal contacts or meetings with smaller groups such as the emergency services personnel and school district officials, for one-on-one communications about the project. These interactions will be developed and conducted on a case-by-case basis. Routine contacts for information will not need to be recorded; however, any items of importance will be recorded and passed on to the City, County and MDT as appropriate.

TAC MEETINGS

RPA will attend monthly TAC meetings to discuss the progress of the study, make presentations, and obtain guidance as appropriate. We also propose to hold one full day workshop session with the TAC to discuss the preliminary recommendations and priorities.

The project manager, and any necessary support staff, will attend monthly meetings with the TAC, as scheduled, to make regular presentations covering the current work effort. This element is considered the most important aspect of the exchange of information and ideas during the development of the Plan. During these meetings the issues, problems, and possible solutions will be identified and discussed. These meetings will provide RPA with essential feedback during the development of the Plan. These meetings will also provide the TAC with numerous opportunities to guide the RPA team through the process. City and/or County staff will prepare agenda and minutes for TAC meetings.

TAC WORKSHOP

RPA will conduct one TAC workshop to do a detailed review at the appropriate project milestone. This will be in addition to the regular monthly TAC meetings. The workshop will focus on preliminary recommendations, including both major and minor actions. This will occur when we first develop solid recommendations, before they are incorporated into model runs. We will hope to reach tentative consensus on the importance of each of these improvements and make sure that none are missing. RPA will prepare agendas and minutes for the workshop.

PROJECT NEWSLETTERS

RPA will produce three newsletters that describe work in progress, results achieved, preliminary recommendations, and other related topics. These newsletters will be user-friendly, with little or no engineering jargon. They will be expected to closely mimic technical memorandums, at a lower level of technical content. Each newsletter will be published on the project website. Each newsletter will include an invitation to the public to submit their comments and ideas to the team using any of the easy access methods listed above. It is expected that RPA will only make the newsletters available electronically.

PUBLIC MEETINGS

RPA will hold three formal public meetings for this study. One of these opportunities will be in the form of a highly participatory community planning workshop known as a charrette. The charrette is an intensive, broad-based, community driven process that has a record of success by crafting meaningful community engagement and acceptance.

The first charrette (i.e. **public meeting number 1**) will be used to discuss and identify the issues and visioning that will help define community perceptions and goals, as well as identifying issues that should be addressed as part of the planning effort. This initial effort will consist of a 3- or 4-hour workshop that will be very interactive. The purpose will be for RPA to define the transportation planning process, and then engage the community through the execution of the charrette workshop.

The **second public meeting** will occur after we have completed our initial field studies and have defined the transportation-related problems. The purpose of this gathering will be to review the identified problems with the public to assure that all of the major transportation problems have been included in our analysis. This meeting will be more of a typical public meeting, whereby an informal open house will be held where attendees could visit with project personnel at several displays, followed by a formal presentation by the RPA team and questions and answers.

The **third public meeting** will present the preliminary recommendations and findings. Individual work stations will be set up for participants to move about to their areas of interest and review and comment on the preliminary findings. It is hoped that participants can become fully engaged through this mechanism and alleviate many of the “confrontational” situations that can occur in large, traditional public forums. The purpose of this venue will be to present the types of recommended improvements and receive initial feedback from the community.

RPA will facilitate these public meetings and will have the project manager present, as well as other staff members as needed. The MPO will be responsible for arranging the locations of the various public meetings and advertising them in the local newspaper.

COMMISSION MEETINGS

RPA will attend two project status meetings each with the City Commission and County Commissioner, as necessary, to ensure that the goals, objectives, and decisions are acceptable with the elected officials. The presentations for these venues will be provided in a PDF format such that they can be posted to the Transportation Plan website.

PUBLIC HEARING

RPA will plan to hold two public hearings on the project after the draft Transportation Plan has been published. These public hearings will be held separately with the City Commission and the County Commission and will be facilitated by the RPA team. These hearings will be designed to obtain official comments from the public prior to final approval of the document and production of the final report. The MPO will be responsible for arranging the location and advertising of the public hearings.

OTHER MEETINGS

The proposed scope of work includes “up to 20 other meetings”. These meetings will be conducted when RPA is in the community on other project related business, so no special travel time expenses are needed. This primarily includes focused outreach to the Nine Neighborhood Councils designated within Great Falls. The City-County Planning staff will be responsible for arranging the location of these neighborhood Council meetings. It is assumed that the advertisement of these neighborhood Council meetings will be provided by the individual Councils.

- **Neighborhood Councils** - RPA will meet once with each, or a combination, of the Neighborhood Councils to discuss the specific needs in their area of the community. The intent of these meetings will be to obtain meaningful public input about the major transportation issues and concerns and to reaffirm the transportation goals and objectives. These meetings will occur about a third of the way through the planning process, after we have had an opportunity to study the transportation system and identify a preliminary list of problems and deficiencies. These neighborhood meetings will provide the planning team with an opportunity to meet with the public and discuss the findings of the study to date and get verification that we have identified all of the major problems. We will use this opportunity to explore possible solutions with the public. We will also use this opportunity to identify any local problems that could possibly become a traffic calming pilot project.
- **Citizen Advisory Boards** – The City has Citizen Advisory Boards focused on a variety of community values. The Advisory Boards will be contacted using the City Clerk’s Office. All the boards will be provided with a copy of the public outreach schedule and RPA will request a representative from each board to attend an orientation meeting so the boards may assess the

level they feel they should be participating. Outreach to the Advisory Boards will precede the first formal public outreach activity by at least one month to provide boards time to meet in advance.

NUMBER	DESCRIPTION
Sub-Task 16.1	Create and Maintain Project Website
Sub-Task 16.2	Miscellaneous Project Contacts
Sub-Task 16.3	TAC Meetings (9 Total)
Sub-Task 16.4	TAC Workshop
Sub-Task 16.5	Develop Project Newsletters (3 Total)
Sub-Task 16.6	Public Meetings (3 Total)
Sub-Task 16.7	Commission Meetings (4 Total)
Sub-Task 16.8	Public Hearing (2 Total)
Sub-Task 16.9	Other Meetings (up to 20)

Task 16 Deliverables:

- ✓ *Project Website Materials* (Electronic)
- ✓ *TAC Meeting Materials* (Electronic)
- ✓ *Three Project Newsletters* (Electronic)
- ✓ *Public Meeting Materials* (Electronic)
- ✓ *Various Other Meeting Materials* (Electronic)

Task 17: Project Management and Administration

This task has been created for overall project management aspects associated with managing this study, both internal and external. Included in this task is the effort required to develop both a monthly progress report as well as a monthly invoice over the duration of the study. The monthly invoice is prepared by RPA’s staff accountant, and reviewed by RPA’s project manager prior to distribution. General management and coordination duties include the following, and do not logically fall under other tasks/sub-tasks identified for this study:

- Phone conversations and email correspondence with the public and interested citizens;
- Phone conversations and email correspondence with City, County, and/or MDT staff;
- Informal meetings with City, County and/or MDT that are not part of the regularly scheduled meetings; and
- Internal project management duties at RPA to monitor scope, schedule and budget.

At the conclusion of the study, after all deliverables have been made and the final evaluation meeting has been completed, RPA implements its project closeout and archive process. This process requires the assemblage of all project related materials, summarization of project financials (which includes a detailed comparison of actual man-hours and costs expended compared to budget), and electronic and hard copy archiving of the project.

Exhibit A

NUMBER	DESCRIPTION
Sub-Task 17.1	Prepare Scope of Services, Cost Estimate, and Schedule
Sub-Task 17.2	General Management and Coordination Duties
Sub-Task 17.3	Project Invoicing and Progress Reports
Sub-Task 17.4	Project Setup and Closeout

Task 17 Deliverables:

- ✓ *Scope of Services, Cost Estimate, and Schedule* (Electronic)
- ✓ *Monthly Progress Reports* (Hard Copies / Electronic)
- ✓ *Monthly Invoices* (Hard Copies / Electronic)

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan											DATE: 04/10/2013			
PROJECT NO: 13601.000											EST. PREPARED BY: Scott Randall, PE, PTOE		WORK TYPE: Transportation Plan	
RPA COST ESTIMATE														
Task ID	Tasks	Total Hours	Project Manager / Division Manager	Senior Traffic Engineer	Environ. Planner / QA/QC Reviewer	Trans. Engineer / Planner	Streets and Highways Engineer	Engineering Designer / Const. Tech	Graphics Design Manager	Staff Accountant	Admin. Assistant II	Purple task items include CS hours. Red task items include ALTA hours.		
TASK 1 Study Area Boundary / Public Involvement Plan														
1.1	Compile and Review Information	4.0		4.0										
1.2	Review Study Area Boundary	5.0	1.0	4.0										
1.3	Prepare Draft Public Involvement Plan	5.0	1.0	4.0										
1.4	QA/QC Draft Public Involvement Plan	1.0			1.0									
1.5	Prepare Final Public Involvement Plan	1.5	0.5	1.0										
		0.0												
SUBTOTAL (HOURS)		16.5	2.5	13.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 2 Assemble, Review, and Collect Existing Data and Reports														
2.1	Request and Compile Existing Data and Reports	4.0		4.0										
2.2	Review Existing Data and Reports	8.0	2.0	6.0										
2.3	Inquiry to Staff Regarding Questions and/or Issues on Existing Data and Reports	4.0	2.0	2.0										
2.4	Complete Turning Movement Counts at Major Intersections (up to 40)	320.0				160.0		160.0						
2.5	Collect Crash Data	40.0		8.0		8.0		24.0						
2.6	Collect Geometric Data	8.0		8.0										
2.7	Collect Medical District Traffic Data	40.0				24.0		16.0						
2.8	Conduct Pavement Condition Inventory	24.0		4.0		4.0		16.0						
		0.0												
SUBTOTAL (HOURS)		448.0	4.0	32.0	0.0	196.0	0.0	216.0	0.0	0.0	0.0	0.0		
TASK 3 Identify Goals and Objectives														
3.1	Compile and Review Existing Community Goals, Policies and Objectives	6.0	2.0	4.0										
3.2	Prepare Draft Goals and Objectives Technical Memorandum	6.0	2.0	4.0										
3.3	QA/QC Draft Goals and Objectives Technical Memorandum	2.0			2.0									
3.4	Prepare Final Goals and Objectives Technical Memorandum	1.5	0.5	1.0										
		0.0												
SUBTOTAL (HOURS)		15.5	4.5	9.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 4 Develop Socioeconomic and Land Use Baseline and Forecasts														
4.1	Review Census Data and Local Forecasts for Population, Housing and Employment	26.0	2.0	8.0		16.0								
4.2	Develop Baseline Socioeconomic and Land Use Conditions	9.0	1.0	8.0										
4.3	Project 2025 and 2035 Planning Horizon Year Conditions	18.0	2.0	16.0										
4.4	Prepare Draft Socioeconomic and Land Use Technical Memorandum	18.0	2.0	16.0										
4.5	QA/QC Draft Socioeconomic and Land Use Technical Memorandum	4.0			4.0									
4.6	Prepare Final Socioeconomic and Land Use Technical Memorandum	2.5	0.5	2.0										
		0.0												
SUBTOTAL (HOURS)		77.5	7.5	50.0	4.0	16.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 5 Travel Demand Modeling of Existing and Future No-Build Conditions														
5.1	Miscellaneous Meetings with MDT Travel Demand Modeler	0.0												
5.2	Identify Committed Project List and Deliver to MDT for Baseline Model	2.0		2.0										
5.3	Develop Socioeconomic and Land Use Assumptions for Travel Demand Modeling	0.0												
5.4	Assess Model Validation According to Accepted Calibration Methods	0.0												
5.5	Prepare Draft Travel Demand Model Calibration Technical Memorandum	0.0												
5.6	QA/QC Draft Travel Demand Model Calibration Technical Memorandum	9.0	1.0	4.0	4.0									
5.7	Prepare Final Travel Demand Model Calibration Technical Memorandum	0.0												
		0.0												
SUBTOTAL (HOURS)		11.0	1.0	6.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 6 Existing and Projected Conditions Analysis														
6.1	Analyze all Existing and Collected Data	8.0		8.0										
6.2	Perform Intersection and Corridor Performance Analysis	40.0		8.0		32.0								
6.3	Conduct Safety Analysis	26.0	2.0	24.0										
6.4	Project Future Conditions	18.0	2.0	8.0		8.0								
6.4	Identify Operational Deficiencies and Safety Issues	13.0	1.0	4.0		8.0								
6.5	Prepare Draft Existing and Projected Conditions Technical Memorandum	36.0	4.0	24.0		8.0								
6.6	QA/QC Draft Existing and Projected Conditions Technical Memorandum	4.0			4.0									
6.7	Prepare Final Existing and Projected Conditions Technical Memorandum	2.5	0.5	2.0										
		0.0												
SUBTOTAL (HOURS)		147.5	9.5	78.0	4.0	56.0	0.0	0.0	0.0	0.0	0.0	0.0		

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan											DATE: 04/10/2013			
PROJECT NO: 13601.000											EST. PREPARED BY: Scott Randall, PE, PTOE		WORK TYPE: Transportation Plan	
RPA COST ESTIMATE														
Task ID	Tasks	Total Hours	Project Manager / Division Manager	Senior Traffic Engineer	Environ. Planner / QA/QC Reviewer	Trans. Engineer / Planner	Streets and Highways Engineer	Engineering Designer / Const. Tech	Graphics Design Manager	Staff Accountant	Admin. Assistant II	Purple task items include CS hours. Red task items include ALTA hours.		
TASK 7	Non-Motorized Transportation													
7.1	Conduct Stakeholder Events	0.0												
7.2	Review Existing Street Classifications and Roadway Network	0.0												
7.3	Examine Existing Documentation	0.0												
7.4	Solicit Comments	0.0												
7.5	Field Review	0.0												
7.6	Analyze Existing Facilities	0.0												
7.7	GIS Mapping / Inventory	0.0												
7.8	Analyze Collision and Traffic Data	0.0												
7.9	Analyze Existing Programs and Policies	0.0												
7.10	Review Enforcement Procedures	0.0												
7.11	Administer Survey Questionnaires	0.0												
7.12	Bicycle Facilities Network Improvements	0.0												
7.13	Pedestrian Facilities Network Improvements	0.0												
7.14	Establish Links to Public Transportation	0.0												
7.15	Develop Immediate Priority Projects	0.0												
7.16	Develop Recommended Improvements	0.0												
7.17	Develop Recommended Design Standards	0.0												
7.18	Develop Ranking and Phasing Plan	0.0												
7.19	Develop Improvement Cost Estimates	0.0												
7.20	Develop Maintenance Costs	0.0												
7.21	Identify Funding Requirements	0.0												
7.22	Develop Bicycle Safety Education	0.0												
7.23	Develop Pedestrian Safety Education	0.0												
7.24	Prepare Draft Non-Motorized Transportation Technical Memorandum	0.0												
7.25	QA/QC Draft Non-Motorized Transportation Technical Memorandum	8.0	2.0	2.0	4.0									
7.26	Prepare Final Non-Motorized Transportation Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	8.0	2.0	2.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 8	Transit Analysis													
8.1	Review Existing Transit Documents and Data	5.0	1.0	4.0										
8.2	Review Existing Transit System and Ridership	10.0	2.0	8.0										
8.3	Identify Transit Needs	18.0	2.0	16.0										
8.4	Develop Transit Recommendations	14.0	2.0	12.0										
8.5	Develop Transit Improvement Cost Estimates	5.0	1.0	4.0										
8.6	Identify Transit Funding Sources	5.0	1.0	4.0										
8.7	Prepare Draft Transit Analysis Technical Memorandum	18.0	2.0	16.0										
8.8	QA/QC Draft Transit Analysis Technical Memorandum	4.0			4.0									
8.9	Prepare Final Transit Analysis Technical Memorandum	2.5	0.5	2.0										
		0.0												
	SUBTOTAL (HOURS)	81.5	11.5	66.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 9	Alternative Network Modeling and Assessment													
9.1	Develop Modeling Alternatives	10.0	2.0	8.0										
9.2	Meet with MDT Travel Demand Modeler to Incorporate Alternatives	5.0	1.0	4.0										
9.3	Analyze Alternative Network Modeling Results	26.0	2.0	24.0										
9.4	Evaluate Sub-Area Modeling for Medical District	17.0	1.0	16.0										
9.5	Prepare Draft Alternative Network Modeling Technical Memorandum	18.0	2.0	16.0										
9.6	QA/QC Draft Alternative Network Modeling Technical Memorandum	4.0			4.0									
9.7	Prepare Final Alternative Network Modeling Technical Memorandum	2.5	0.5	2.0										
		0.0												
	SUBTOTAL (HOURS)	82.5	8.5	70.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 10	Freight, Security, and Environmental Mitigation													
10.1	Identify / Assess Freight System and Freight Generators	0.0												
10.2	Evaluate Transportation System Security	0.0												
10.3	Assess Types of Potential Environmental Mitigation Activities	16.0			16.0									
10.4	Prepare Draft Freight, Security, and Environmental Mitigation Technical Memorandum	11.0	1.0	2.0	8.0									
10.5	QA/QC Draft Freight, Security, and Environmental Mitigation Technical Memorandum	6.0	2.0	4.0										
10.6	Prepare Final Freight, Security, and Environmental Mitigation Technical Memorandum	2.0	0.5	0.5	1.0									
		0.0												
	SUBTOTAL (HOURS)	35.0	3.5	2.5	29.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 11	Other Key Considerations													
11.1	Identify / Develop Corridor Preservation Measures	5.0	1.0	4.0										
11.2	Identify / Develop Pro-Active Traffic Calming Measures and Guidance	5.0	1.0	4.0										
11.3	Identify and Rank Alternative Transportation Demand Management Strategies	5.0	1.0	4.0										
11.4	Identify Methods for Incorporating Livability and Context Sensitive Design into Improvement Projects	6.0	2.0	4.0										
11.5	Evaluate System Operations and Maintenance Measures	16.0						16.0						
11.6	Prepare Draft Other Key Considerations Technical Memorandum	16.0	4.0	12.0										
11.7	QA/QC Draft Other Key Considerations Technical Memorandum	4.0			4.0									
11.8	Prepare Final Other Key Considerations Technical Memorandum	2.5	0.5	2.0										
		0.0												
	SUBTOTAL (HOURS)	59.5	9.5	30.0	4.0	0.0	16.0	0.0	0.0	0.0	0.0	0.0		

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan											DATE: 04/10/2013			
PROJECT NO: 13601.000											EST. PREPARED BY: Scott Randall, PE, PTOE		WORK TYPE: Transportation Plan	
RPA COST ESTIMATE														
Task ID	Tasks	Total Hours	Project Manager / Division Manager	Senior Traffic Engineer	Environ. Planner / QA/QC Reviewer	Trans. Engineer / Planner	Streets and Highways Engineer	Engineering Designer / Const. Tech	Graphics Design Manager	Staff Accountant	Admin. Assistant II			
Purple task items include CS hours. Red task items include ALTA hours.														
TASK 12	Develop Recommendations and Major Street Network													
12.1	Assess Existing and Future Major Street Network	10.0	2.0	8.0										
12.2	Develop Preliminary Transportation System Management (TSM) Recommendations	20.0	4.0	16.0										
12.3	Develop Preliminary Major Street Network (MSN) Recommendations	20.0	4.0	16.0										
12.4	Develop Planning Level Cost Estimates	21.0	1.0	8.0			12.0							
12.5	Review and/or Modify Roadway Typical Sections	16.0		4.0			8.0		4.0					
12.6	Prepare Draft Preliminary Recommendations Technical Memorandum	26.0	2.0	24.0										
12.7	QA/QC Draft Preliminary Recommendations Technical Memorandum	6.0			6.0									
12.8	Prepare Final Preliminary Recommendations Technical Memorandum	5.5	0.5	4.0			1.0							
12.9	Prioritize Recommended Improvements in Conjunction with TAC	6.0	2.0	4.0										
12.10	Final Recommended Travel Demand Model	2.5	0.5	2.0										
		0.0												
	SUBTOTAL (HOURS)	133.0	16.0	86.0	6.0	0.0	21.0	0.0	4.0	0.0	0.0	0.0		
TASK 13	Air Quality Conformity Determination													
13.1	Review and Synthesize Air Quality Regulations and Documentation	0.0												
13.2	Prepare Draft and Final Air Quality Conformity Chapter	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 14	Transportation Funding													
14.1	Assess Financial Feasibility of Recommendations	5.0	1.0	4.0										
14.2	Identify Funding Options	5.0	1.0	4.0										
14.3	Analyze Funding Methodology for Forecasting Revenues, Estimating Costs, and Balancing Needs	10.0	2.0	8.0										
14.4	Evaluate MAP-21 Provisions	16.0	4.0	12.0										
14.5	Evaluate Performance Based Standards and Processes	16.0	4.0	12.0										
14.6	Prepare Draft Transportation Funding Technical Memorandum	18.0	2.0	16.0										
14.7	QA/QC Draft Transportation Funding Technical Memorandum	4.0			4.0									
14.8	Prepare Final Transportation Funding Technical Memorandum	2.5	0.5	2.0										
		0.0												
	SUBTOTAL (HOURS)	76.5	14.5	58.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 15	Report Preparation													
15.1	Prepare Draft Report	62.0	8.0	40.0	2.0		2.0		8.0		2.0			
15.2	QA/QC Draft Report	8.0			8.0									
15.3	Revise Draft Report after Review	12.0	2.0	8.0					2.0					
15.4	Prepare Public Draft Report	9.0	1.0	4.0							4.0			
15.5	Revise Public Draft Report after Public Review	12.0	2.0	8.0					2.0					
15.6	Prepare Final Report	13.0	1.0	4.0							8.0			
		0.0												
	SUBTOTAL (HOURS)	116.0	14.0	64.0	10.0	0.0	2.0	0.0	12.0	0.0	14.0	0.0		
TASK 16	Public Participation and Meetings													
16.1	Create and Maintain Project Website	8.0		4.0					4.0					
16.2	Miscellaneous Project Contacts	16.0	16.0											
16.3	TAC Meetings (9 Total)	144.0	72.0	72.0										
16.4	TAC Workshop	16.0	8.0	8.0										
16.5	Develop Project Newsletters (3 Total)	27.0	3.0	12.0					12.0					
16.6	Public Meetings (3 Total)	72.0	48.0	24.0										
16.7	Commission Meetings (4 Total)	32.0	32.0											
16.8	Public Hearing (2 Total)	16.0	8.0	8.0										
16.9	Other Meetings (up to 20)	40.0	20.0	20.0										
		0.0												
	SUBTOTAL (HOURS)	371.0	207.0	148.0	0.0	0.0	0.0	0.0	16.0	0.0	0.0	0.0		
TASK 17	Project Management and Administration													
17.1	Prepare Scope of Services, Cost Estimate, and Schedule	22.0	6.0	16.0										
17.2	General Management and Coordination Duties	25.0	20.0	5.0										
17.3	Project Invoicing and Progress Reports	18.0	9.0							9.0				
17.4	Project Setup and Closeout	6.0	4.0							2.0				
		0.0												
	SUBTOTAL (HOURS)	71.0	39.0	21.0	0.0	0.0	0.0	0.0	0.0	11.0	0.0	0.0		

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan										DATE: 04/10/2013	
PROJECT NO: 13601.000			EST. PREPARED BY: Scott Randall, PE, PTOE				WORK TYPE: Transportation Plan				
RPA COST ESTIMATE											
Task ID	Tasks	Total Hours	Project Manager / Division Manager	Senior Traffic Engineer	Environ. Planner / QA/QC Reviewer	Trans. Engineer / Planner	Streets and Highways Engineer	Engineering Designer / Const. Tech	Graphics Design Manager	Staff Accountant	Admin. Assistant II
Purple task items include CS hours. Red task items include ALTA hours.											
COST SUMMARY											
PROJECT: Great Falls Long Range Transportation Plan										DATE: 04/10/2013	
PROJECT NO: 13601.000			EST. PREPARED BY: Scott Randall, PE, PTOE				WORK TYPE: Transportation Plan				
Title	Name	Hours	Rate	Extension							
Project Manager / Division Manager	Jeff Key, PE	354.5	\$ 44.04	\$ 15,612.18							
Senior Traffic Engineer	Scott Randall, PE, PTOE	735.5	\$ 32.16	\$ 23,653.68							
Environ. Planner / QA/QC Reviewer	Dan Norderud, AICP	80.0	\$ 40.19	\$ 3,215.20							
Trans. Engineer / Planner	Trisha Bodlovic	268.0	\$ 26.73	\$ 7,163.64							
Streets and Highways Engineer	Tom Cavanaugh, PE	39.0	\$ 42.12	\$ 1,642.68							
Engineering Designer / Const. Tech	Steven Bakker, EI	216.0	\$ 22.11	\$ 4,775.76							
Graphics Design Manager	Nick Ladas	32.0	\$ 29.18	\$ 933.76							
Staff Accountant	Toni Ballard	11.0	\$ 27.98	\$ 307.78							
Admin. Assistant II	Kari Slyder	14.0	\$ 18.61	\$ 260.54							
		0.0		\$ -							
TOTAL HOURS		1750.0									
				LABOR SUBTOTAL							\$57,565.22
SALARY ADJUSTMENTS				3.3% increase in July 2013 (assume 33% project completion)		SUBTOTAL					\$1,272.77
GENERAL OVERHEAD @				1.61		OVERHEAD SUBTOTAL					\$94,729.16
TOTAL LABOR/OVERHEAD											\$153,567.15
DIRECT NONLABOR											
Computer		Hours	1070	Per Hour	\$ 2.25						\$ 2,407.50
Mileage (10 trips for data collection, 30 meeting @ 100 miles each way)		Miles	8000	Per Mile	\$ 0.565						\$ 4,520.00
Per Diem - Day		Days	70	Per Day	\$ 23.00						\$ 1,610.00
Per Diem - Lodging		Days	43	Per Day	\$ 77.00						\$ 3,311.00
Printing - Report Production (10 total copies @ 250 pages each)		Each	2500	Per Color copy	\$ 1.00						\$ 2,500.00
TOTAL DIRECT NONLABOR											\$14,348.50
OUTSIDE SERVICES AND SUBCONTRACTS											
Cambridge Systematics											\$ 38,819.58
ALTA Planning + Design											\$ 59,890.00
TOTAL OUTSIDE SERVICES AND SUBCONTRACTS											\$98,709.58
RECAPITULATION											
Total Labor/ Overhead											153,567.15
Total Direct Non Labor											14,348.50
Total Outside Services and Subcontracts											98,709.58
Profit (12% of Total Labor Costs)											18,428.06
TOTAL ESTIMATED COST											\$285,053

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan											DATE: 04/09/2013			
PROJECT NO: 13601.000											EST. PREPARED BY: George Mazur		WORK TYPE: Transportation Plan	
CAMBRIDGE SYSTEMATICS COST ESTIMATE														
Task ID	Tasks	Total Hours	Principal	Associate	Safety Planner	Planner	Air Quality and Travel Modeler	Senior Travel Modeler	Travel Modeler	Document Production				
TASK 1	Study Area Boundary / Public Involvement Plan													
1.1	Compile and Review Information	0.0												
1.2	Review Study Area Boundary	0.0												
1.3	Prepare Draft Public Involvement Plan	0.0												
1.4	QA/QC Draft Public Involvement Plan	0.0												
1.5	Prepare Final Public Involvement Plan	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 2	Assemble, Review, and Collect Existing Data and Reports													
2.1	Request and Compile Existing Data and Reports	0.0												
2.2	Review Existing Data and Reports	0.0												
2.3	Inquiry to Staff Regarding Questions and/or Issues on Existing Data and Reports	0.0												
2.4	Complete Turning Movement Counts at Major Intersections (up to 40)	0.0												
2.5	Collect Crash Data	0.0												
2.6	Collect Geometric Data	0.0												
2.7	Collect Medical District Traffic Data	0.0												
2.8	Conduct Pavement Condition Inventory	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 3	Identify Goals and Objectives													
3.1	Compile and Review Existing Community Goals, Policies and Objectives	0.0												
3.2	Prepare Draft Goals and Objectives Technical Memorandum	0.0												
3.3	QA/QC Draft Goals and Objectives Technical Memorandum	0.0												
3.4	Prepare Final Goals and Objectives Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 4	Develop Socioeconomic and Land Use Baseline and Forecasts													
4.1	Review Census Data and Local Forecasts for Population, Housing and Employment	0.0												
4.2	Develop Baseline Socioeconomic and Land Use Conditions	0.0												
4.3	Project 2025 and 2035 Planning Horizon Year Conditions	0.0												
4.4	Prepare Draft Socioeconomic and Land Use Technical Memorandum	0.0												
4.5	QA/QC Draft Socioeconomic and Land Use Technical Memorandum	0.0												
4.6	Prepare Final Socioeconomic and Land Use Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 5	Travel Demand Modeling of Existing and Future No-Build Conditions													
5.1	Miscellaneous Meetings with MDT Travel Demand Modeler	14.0		4.0				8.0	2.0					
5.2	Identify Committed Project List and Deliver to MDT for Baseline Model	0.0												
5.3	Develop Socioeconomic and Land Use Assumptions for Travel Demand Modeling	16.0	8.0				0.0	8.0						
5.4	Assess Model Validation According to Accepted Calibration Methods	52.0	4.0				0.0	16.0	32.0					
5.5	Prepare Draft Travel Demand Model Calibration Technical Memorandum	16.0		2.0				8.0	4.0	2.0				
5.6	QA/QC Draft Travel Demand Model Calibration Technical Memorandum	0.0												
5.7	Prepare Final Travel Demand Model Calibration Technical Memorandum	10.0		2.0				6.0		2.0				
		0.0												
	SUBTOTAL (HOURS)	108.0	12.0	8.0	0.0	0.0	0.0	46.0	38.0	4.0	0.0	0.0		
TASK 6	Existing and Projected Conditions Analysis													
6.1	Analyze all Existing and Collected Data	0.0												
6.2	Perform Intersection and Corridor Performance Analysis	0.0												
6.3	Conduct Safety Analysis	0.0												
6.4	Project Future Conditions	0.0												
6.4	Identify Operational Deficiencies and Safety Issues	0.0												
6.5	Prepare Draft Existing and Projected Conditions Technical Memorandum	0.0												
6.6	QA/QC Draft Existing and Projected Conditions Technical Memorandum	0.0												
6.7	Prepare Final Existing and Projected Conditions Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan DATE: 04/09/2013

PROJECT NO: 13601.000 EST. PREPARED BY: George Mazur WORK TYPE: Transportation Plan

CAMBRIDGE SYSTEMATICS COST ESTIMATE

Task ID	Tasks	Total Hours	Principal	Associate	Safety Planner	Planner	Air Quality and Travel Modeler	Senior Travel Modeler	Travel Modeler	Document Production		
TASK 7	Non-Motorized Transportation											
7.1	Conduct Stakeholder Events	0.0										
7.2	Review Existing Street Classifications and Roadway Network	0.0										
7.3	Examine Existing Documentation	0.0										
7.4	Solicit Comments	0.0										
7.5	Field Review	0.0										
7.6	Analyze Existing Facilities	0.0										
7.7	GIS Mapping / Inventory	0.0										
7.8	Analyze Collision and Traffic Data	0.0										
7.9	Analyze Existing Programs and Policies	0.0										
7.10	Review Enforcement Procedures	0.0										
7.11	Administer Survey Questionnaires	0.0										
7.12	Bicycle Facilities Network Improvements	0.0										
7.13	Pedestrian Facilities Network Improvements	0.0										
7.14	Establish Links to Public Transportation	0.0										
7.15	Develop Immediate Priority Projects	0.0										
7.16	Develop Recommended Improvements	0.0										
7.17	Develop Recommended Design Standards	0.0										
7.18	Develop Ranking and Phasing Plan	0.0										
7.19	Develop Improvement Cost Estimates	0.0										
7.20	Develop Maintenance Costs	0.0										
7.21	Identify Funding Requirements	0.0										
7.22	Develop Bicycle Safety Education	0.0										
7.23	Develop Pedestrian Safety Education	0.0										
7.24	Prepare Draft Non-Motorized Transportation Technical Memorandum	0.0										
7.25	QA/QC Draft Non-Motorized Transportation Technical Memorandum	0.0										
7.26	Prepare Final Non-Motorized Transportation Technical Memorandum	0.0										
		0.0										
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TASK 8	Transit Analysis											
8.1	Review Existing Transit Documents and Data	0.0										
8.2	Review Existing Transit System and Ridership	0.0										
8.3	Identify Transit Needs	0.0										
8.4	Develop Transit Recommendations	0.0										
8.5	Develop Transit Improvement Cost Estimates	0.0										
8.6	Identify Transit Funding Sources	0.0										
8.7	Prepare Draft Transit Analysis Technical Memorandum	0.0										
8.8	QA/QC Draft Transit Analysis Technical Memorandum	0.0										
8.9	Prepare Final Transit Analysis Technical Memorandum	0.0										
		0.0										
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TASK 9	Alternative Network Modeling and Assessment											
9.1	Develop Modeling Alternatives	0.0										
9.2	Meet with MDT Travel Demand Modeler to Incorporate Alternatives	0.0										
9.3	Analyze Alternative Network Modeling Results	0.0										
9.4	Evaluate Sub-Area Modeling for Medical District	0.0										
9.5	Prepare Draft Alternative Network Modeling Technical Memorandum	0.0										
9.6	QA/QC Draft Alternative Network Modeling Technical Memorandum	0.0										
9.7	Prepare Final Alternative Network Modeling Technical Memorandum	0.0										
		0.0										
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TASK 10	Freight, Security, and Environmental Mitigation											
10.1	Identify / Assess Freight System and Freight Generators	52.0	4.0	32.0		16.0						
10.2	Evaluate Transportation System Security	30.0	2.0	16.0		12.0						
10.3	Assess Types of Potential Environmental Mitigation Activities	0.0										
10.4	Prepare Draft Freight, Security, and Environmental Mitigation Technical Memorandum	14.0		10.0						4.0		
10.5	QA/QC Draft Freight, Security, and Environmental Mitigation Technical Memorandum	0.0										
10.6	Prepare Final Freight, Security, and Environmental Mitigation Technical Memorandum	6.0		4.0						2.0		
		0.0										
	SUBTOTAL (HOURS)	102.0	6.0	62.0	0.0	28.0	0.0	0.0	0.0	6.0	0.0	0.0
TASK 11	Other Key Considerations											
11.1	Identify / Develop Corridor Preservation Measures	0.0										
11.2	Identify / Develop Pro-Active Traffic Calming Measures and Guidance	0.0										
11.3	Identify and Rank Alternative Transportation Demand Management Strategies	0.0										
11.4	Identify Methods for Incorporating Livability and Context Sensitive Design into Improvement Projects	0.0										
11.5	Evaluate System Operations and Maintenance Measures	0.0										
11.6	Prepare Draft Other Key Considerations Technical Memorandum	0.0										
11.7	QA/QC Draft Other Key Considerations Technical Memorandum	0.0										
11.8	Prepare Final Other Key Considerations Technical Memorandum	0.0										
		0.0										
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan											DATE: 04/09/2013			
PROJECT NO: 13601.000											EST. PREPARED BY: George Mazur		WORK TYPE: Transportation Plan	
CAMBRIDGE SYSTEMATICS COST ESTIMATE														
Task ID	Tasks	Total Hours	Principal	Associate	Safety Planner	Planner	Air Quality and Travel Modeler	Senior Travel Modeler	Travel Modeler	Document Production				
TASK 12	Develop Recommendations and Major Street Network													
12.1	Assess Existing and Future Major Street Network	0.0												
12.2	Develop Preliminary Transportation System Management (TSM) Recommendations	0.0												
12.3	Develop Preliminary Major Street Network (MSN) Recommendations	0.0												
12.4	Develop Planning Level Cost Estimates	0.0												
12.5	Review and/or Modify Roadway Typical Sections	0.0												
12.6	Prepare Draft Preliminary Recommendations Technical Memorandum	0.0												
12.7	QA/QC Draft Preliminary Recommendations Technical Memorandum	0.0												
12.8	Prepare Final Preliminary Recommendations Technical Memorandum	0.0												
12.9	Prioritize Recommended Improvements in Conjunction with TAC	0.0												
12.10	Final Recommended Travel Demand Model	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 13	Air Quality Conformity Determination													
13.1	Review and Synthesize Air Quality Regulations and Documentation	12.0	2.0	10.0										
13.2	Prepare Draft and Final Air Quality Conformity Chapter	16.0	2.0	14.0										
		0.0												
	SUBTOTAL (HOURS)	28.0	4.0	24.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 14	Transportation Funding													
14.1	Assess Financial Feasibility of Recommendations	0.0												
14.2	Identify Funding Options	0.0												
14.3	Analyze Funding Methodology for Forecasting Revenues, Estimating Costs, and Balancing Needs	0.0												
14.4	Evaluate MAP-21 Provisions	0.0												
14.5	Evaluate Performance Based Standards and Processes	0.0												
14.6	Prepare Draft Transportation Funding Technical Memorandum	0.0												
14.7	QA/QC Draft Transportation Funding Technical Memorandum	0.0												
14.8	Prepare Final Transportation Funding Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 15	Report Preparation													
15.1	Prepare Draft Report	0.0												
15.2	QA/QC Draft Report	0.0												
15.3	Revise Draft Report after Review	0.0												
15.4	Prepare Public Draft Report	0.0												
15.5	Revise Public Draft Report after Public Review	0.0												
15.6	Prepare Final Report	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 16	Public Participation and Meetings													
16.1	Create and Maintain Project Website	0.0												
16.2	Miscellaneous Project Contacts	0.0												
16.3	TAC Meetings (9 Total)	0.0												
16.4	TAC Workshop	0.0												
16.5	Develop Project Newsletters (3 Total)	0.0												
16.6	Public Meetings (3 Total)	0.0												
16.7	Commission Meetings (4 Total)	0.0												
16.8	Public Hearing	0.0												
16.9	Other Meetings (up to 20)	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 17	Project Management and Administration													
17.1	Prepare Scope of Services, Cost Estimate, and Schedule	0.0												
17.2	General Management and Coordination Duties	10.0	4.0	6.0										
17.3	Project Invoicing and Progress Reports	0.0												
17.4	Project Setup and Closeout	0.0												
		0.0												
	SUBTOTAL (HOURS)	10.0	4.0	6.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan DATE: 04/09/2013
 PROJECT NO: 13601.000 EST. PREPARED BY: George Mazur WORK TYPE: Transportation Plan

CAMBRIDGE SYSTEMATICS COST ESTIMATE

Task ID	Tasks	Total Hours	Principal	Associate	Safety Planner	Planner	Air Quality and Travel Modeler	Senior Travel Modeler	Travel Modeler	Document Production
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COST SUMMARY

PROJECT: Great Falls Long Range Transportation Plan DATE: 04/09/2013
 PROJECT NO: 13601.000 EST. PREPARED BY: George Mazur WORK TYPE: Transportation Plan

Title	Name	Hours	Rate	Extension
Principal	George Mazur, PE	26.0	\$ 74.44	\$ 1,935.44
Associate	Jamey Dempster, AICP	100.0	\$ 41.85	\$ 4,185.00
Safety Planner	Eric Tang, PE	0.0	\$ 42.39	\$ -
Planner	Evan Enarson-Hering	28.0	\$ 44.02	\$ 1,232.56
Air Quality and Travel Modeler	Tom Kear, PhD	0.0	\$ 57.61	\$ -
Senior Travel Modeler	Sean McAtee	46.0	\$ 50.00	\$ 2,300.00
Travel Modeler	Ramesh Thamiraju	38.0	\$ 47.83	\$ 1,817.54
Document Production	Regina Speir	10.0	\$ 39.86	\$ 398.60
		0.0		\$ -
		0.0		\$ -
TOTAL HOURS		248.0		
			LABOR SUBTOTAL	\$11,869.14
SALARY ADJUSTMENTS		3.3% annual salary increase on April 1, 2013	SUBTOTAL	\$391.68
GENERAL OVERHEAD @		1.75	OVERHEAD SUBTOTAL	\$21,456.44
TOTAL LABOR/OVERHEAD				\$33,717.26

DIRECT NONLABOR

Item	Units	Rate	Extension
Mileage	Miles	50	Per Mile \$ 0.565 \$ 28.25
Per Diem - Meals	Days	3	Per Day \$ 46.00 \$ 138.00
Per Diem - Lodging (w/ tax)	Days	2	Per Day \$ 90.00 \$ 180.00
Airfare - Round Trips	Each	1	Per Trip \$ 500.00 \$ 500.00
Car Rental (w/ fuel) - Days	Days	3	Per Day \$ 50.00 \$ 150.00
Parking - Days	Days	3	Per Day \$ 20.00 \$ 60.00
TOTAL DIRECT NONLABOR			\$1,056.25

RECAPITULATION

Total Labor/ Overhead			33,717.26
Total Direct Non Labor			1,056.25
Profit (12% of Total Labor Costs)	0.12		4,046.07
TOTAL ESTIMATED COST (CS)			\$38,820

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan											DATE: 04/08/2013			
PROJECT NO: 13601.000											EST. PREPARED BY: Joe Gilpin		WORK TYPE: Transportation Plan	
ALTA COST ESTIMATE														
Task ID	Tasks	Total Hours	Principal	Planner	Mapping	Programs								
TASK 1	Study Area Boundary / Public Involvement Plan													
1.1	Compile and Review Information	0.0												
1.2	Review Study Area Boundary	0.0												
1.3	Prepare Draft Public Involvement Plan	0.0												
1.4	QA/QC Draft Public Involvement Plan	0.0												
1.5	Prepare Final Public Involvement Plan	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 2	Assemble, Review, and Collect Existing Data and Reports													
2.1	Request and Compile Existing Data and Reports	0.0												
2.2	Review Existing Data and Reports	0.0												
2.3	Inquiry to Staff Regarding Questions and/or Issues on Existing Data and Reports	0.0												
2.4	Complete Turning Movement Counts at Major Intersections (up to 40)	0.0												
2.5	Collect Crash Data	0.0												
2.6	Collect Geometric Data	0.0												
2.7	Collect Medical District Traffic Data	0.0												
2.8	Conduct Pavement Condition Inventory	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 3	Identify Goals and Objectives													
3.1	Compile and Review Existing Community Goals, Policies and Objectives	0.0												
3.2	Prepare Draft Goals and Objectives Technical Memorandum	0.0												
3.3	QA/QC Draft Goals and Objectives Technical Memorandum	0.0												
3.4	Prepare Final Goals and Objectives Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 4	Develop Socioeconomic and Land Use Baseline and Forecasts													
4.1	Review Census Data and Local Forecasts for Population, Housing and Employment	0.0												
4.2	Develop Baseline Socioeconomic and Land Use Conditions	0.0												
4.3	Project 2025 and 2035 Planning Horizon Year Conditions	0.0												
4.4	Prepare Draft Socioeconomic and Land Use Technical Memorandum	0.0												
4.5	QA/QC Draft Socioeconomic and Land Use Technical Memorandum	0.0												
4.6	Prepare Final Socioeconomic and Land Use Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 5	Travel Demand Modeling of Existing and Future No-Build Conditions													
5.1	Miscellaneous Meetings with MDT Travel Demand Modeler	0.0												
5.2	Identify Committed Project List and Deliver to MDT for Baseline Model	0.0												
5.3	Develop Socioeconomic and Land Use Assumptions for Travel Demand Modeling	0.0												
5.4	Assess Model Validation According to Accepted Calibration Methods	0.0												
5.5	Prepare Draft Travel Demand Model Calibration Technical Memorandum	0.0												
5.6	QA/QC Draft Travel Demand Model Calibration Technical Memorandum	0.0												
5.7	Prepare Final Travel Demand Model Calibration Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 6	Existing and Projected Conditions Analysis													
6.1	Analyze all Existing and Collected Data	0.0												
6.2	Perform Intersection and Corridor Performance Analysis	0.0												
6.3	Conduct Safety Analysis	0.0												
6.4	Project Future Conditions	0.0												
6.4	Identify Operational Deficiencies and Safety Issues	0.0												
6.5	Prepare Draft Existing and Projected Conditions Technical Memorandum	0.0												
6.6	QA/QC Draft Existing and Projected Conditions Technical Memorandum	0.0												
6.7	Prepare Final Existing and Projected Conditions Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		

ALTA COST ESTIMATE

Task ID	Tasks	Total Hours	Principal	Planner	Mapping	Programs						
TASK 7	Non-Motorized Transportation											
7.1	Conduct Stakeholder Events	32.0	16.0	16.0								
7.2	Review Existing Street Classifications and Roadway Network	16.0	8.0	8.0								
7.3	Examine Existing Documentation	14.0	4.0	10.0								
7.4	Solicit Comments	16.0	8.0	8.0								
7.5	Field Review	28.0	12.0	16.0								
7.6	Analyze Existing Facilities	20.0	8.0	12.0								
7.7	GIS Mapping / Inventory	40.0		10.0	30.0							
7.8	Analyze Collision and Traffic Data	16.0	4.0	12.0								
7.9	Analyze Existing Programs and Policies	12.0	2.0			10.0						
7.10	Review Enforcement Procedures	10.0				10.0						
7.11	Administer Survey Questionnaires	40.0	4.0	36.0								
7.12	Bicycle Facilities Network Improvements	42.0	12.0	30.0								
7.13	Pedestrian Facilities Network Improvements	38.0	8.0	30.0								
7.14	Establish Links to Public Transportation	10.0	4.0	6.0								
7.15	Develop Immediate Priority Projects	24.0	8.0	16.0								
7.16	Develop Recommended Improvements	24.0	8.0	16.0								
7.17	Develop Recommended Design Standards	36.0	6.0	30.0								
7.18	Develop Ranking and Phasing Plan	20.0	4.0	16.0								
7.19	Develop Improvement Cost Estimates	38.0	8.0	30.0								
7.20	Develop Maintenance Costs	12.0	4.0	8.0								
7.21	Identify Funding Requirements	10.0	2.0	8.0								
7.22	Develop Bicycle Safety Education	14.0	2.0			12.0						
7.23	Develop Pedestrian Safety Education	14.0	2.0			12.0						
7.24	Prepare Draft Non-Motorized Transportation Technical Memorandum	58.0	8.0	40.0	10.0							
7.25	QA/QC Draft Non-Motorized Transportation Technical Memorandum	0.0										
7.26	Prepare Final Non-Motorized Transportation Technical Memorandum	40.0	6.0	26.0	8.0							
		0.0										
	SUBTOTAL (HOURS)	624.0	148.0	384.0	48.0	44.0	0.0	0.0	0.0	0.0	0.0	0.0
TASK 8	Transit Analysis											
8.1	Review Existing Transit Documents and Data	0.0										
8.2	Review Existing Transit System and Ridership	0.0										
8.3	Identify Transit Needs	0.0										
8.4	Develop Transit Recommendations	0.0										
8.5	Develop Transit Improvement Cost Estimates	0.0										
8.6	Identify Transit Funding Sources	0.0										
8.7	Prepare Draft Transit Analysis Technical Memorandum	0.0										
8.8	QA/QC Draft Transit Analysis Technical Memorandum	0.0										
8.9	Prepare Final Transit Analysis Technical Memorandum	0.0										
		0.0										
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TASK 9	Alternative Network Modeling and Assessment											
9.1	Develop Modeling Alternatives	0.0										
9.2	Meet with MDT Travel Demand Modeler to Incorporate Alternatives	0.0										
9.3	Analyze Alternative Network Modeling Results	0.0										
9.4	Evaluate Sub-Area Modeling for Medical District	0.0										
9.5	Prepare Draft Alternative Network Modeling Technical Memorandum	0.0										
9.6	QA/QC Draft Alternative Network Modeling Technical Memorandum	0.0										
9.7	Prepare Final Alternative Network Modeling Technical Memorandum	0.0										
		0.0										
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TASK 10	Freight, Security, and Environmental Mitigation											
10.1	Identify / Assess Freight System and Freight Generators	0.0										
10.2	Evaluate Transportation System Security	0.0										
10.3	Assess Types of Potential Environmental Mitigation Activities	0.0										
10.4	Prepare Draft Freight, Security, and Environmental Mitigation Technical Memorandum	0.0										
10.5	QA/QC Draft Freight, Security, and Environmental Mitigation Technical Memorandum	0.0										
10.6	Prepare Final Freight, Security, and Environmental Mitigation Technical Memorandum	0.0										
		0.0										
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TASK 11	Other Key Considerations											
11.1	Identify / Develop Corridor Preservation Measures	0.0										
11.2	Identify / Develop Pro-Active Traffic Calming Measures and Guidance	0.0										
11.3	Identify and Rank Alternative Transportation Demand Management Strategies	0.0										
11.4	Identify Methods for Incorporating Livability and Context Sensitive Design into Improvement Projects	0.0										
11.5	Evaluate System Operations and Maintenance Measures	0.0										
11.6	Prepare Draft Other Key Considerations Technical Memorandum	0.0										
11.7	QA/QC Draft Other Key Considerations Technical Memorandum	0.0										
11.8	Prepare Final Other Key Considerations Technical Memorandum	0.0										
		0.0										
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Exhibit B

PROJECT: Great Falls Long Range Transportation Plan											DATE: 04/08/2013			
PROJECT NO: 13601.000											EST. PREPARED BY: Joe Gilpin		WORK TYPE: Transportation Plan	
ALTA COST ESTIMATE														
Task ID	Tasks	Total Hours	Principal	Planner	Mapping	Programs								
TASK 12	Develop Recommendations and Major Street Network													
12.1	Assess Existing and Future Major Street Network	0.0												
12.2	Develop Preliminary Transportation System Management (TSM) Recommendations	0.0												
12.3	Develop Preliminary Major Street Network (MSN) Recommendations	0.0												
12.4	Develop Planning Level Cost Estimates	0.0												
12.5	Review and/or Modify Roadway Typical Sections	0.0												
12.6	Prepare Draft Preliminary Recommendations Technical Memorandum	0.0												
12.7	QA/QC Draft Preliminary Recommendations Technical Memorandum	0.0												
12.8	Prepare Final Preliminary Recommendations Technical Memorandum	0.0												
12.9	Prioritize Recommended Improvements in Conjunction with TAC	0.0												
12.10	Final Recommended Travel Demand Model	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 13	Air Quality Conformity Determination													
13.1	Review and Synthesize Air Quality Regulations and Documentation	0.0												
13.2	Prepare Draft and Final Air Quality Conformity Chapter	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 14	Transportation Funding													
14.1	Assess Financial Feasibility of Recommendations	0.0												
14.2	Identify Funding Options	0.0												
14.3	Analyze Funding Methodology for Forecasting Revenues, Estimating Costs, and Balancing Needs	0.0												
14.4	Evaluate MAP-21 Provisions	0.0												
14.5	Evaluate Performance Based Standards and Processes	0.0												
14.6	Prepare Draft Transportation Funding Technical Memorandum	0.0												
14.7	QA/QC Draft Transportation Funding Technical Memorandum	0.0												
14.8	Prepare Final Transportation Funding Technical Memorandum	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 15	Report Preparation													
15.1	Prepare Draft Report	0.0												
15.2	QA/QC Draft Report	0.0												
15.3	Revise Draft Report after Review	0.0												
15.4	Prepare Public Draft Report	0.0												
15.5	Revise Public Draft Report after Public Review	0.0												
15.6	Prepare Final Report	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 16	Public Participation and Meetings													
16.1	Create and Maintain Project Website	0.0												
16.2	Miscellaneous Project Contacts	0.0												
16.3	TAC Meetings (9 Total)	16.0	16.0											
16.4	TAC Workshop	0.0												
16.5	Develop Project Newsletters (3 Total)	0.0												
16.6	Public Meetings (3 Total)	44.0	24.0	20.0										
16.7	Commission Meetings (4 Total)	0.0												
16.8	Public Hearing	0.0												
16.9	Other Meetings (up to 20)	0.0												
		0.0												
	SUBTOTAL (HOURS)	60.0	40.0	20.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		
TASK 17	Project Management and Administration													
17.1	Prepare Scope of Services, Cost Estimate, and Schedule	0.0												
17.2	General Management and Coordination Duties	0.0												
17.3	Project Invoicing and Progress Reports	0.0												
17.4	Project Setup and Closeout	0.0												
		0.0												
	SUBTOTAL (HOURS)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		

EXHIBIT "C" NOTICE TO CONSULTANTS

During the performance of this Agreement, the Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "Consultant"), agrees as follows:

A. COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL-AID CONTRACTS

1. Compliance with Regulations: The Consultant shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, 49 Code of Federal Regulations, Part 21, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made a part of this Agreement, even though only State funding is here involved.
2. Nondiscrimination: The Consultant, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color, or national origin in the selection and retention of subconsultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR 21.5.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, any potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this Agreement and the Regulations relative to nondiscrimination.
4. Information and Reports: Consultant will provide all reports and information required by the Regulations, or directives issued pursuant thereto, and permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Local Entity, MDT or the Federal Highway Administration (FHWA) to be pertinent to ascertain compliance with Regulations or directives. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Entity, MDT or the FHWA as requested, setting forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this Agreement, Local Entity or MDT may impose sanctions as it or the FHWA determines appropriate, including, but not limited to,
 - a. withholding payments to the Consultant under the Agreement until the Consultant complies, and/or
 - b. cancellation, termination or suspension of the Agreement, in whole or in part.
6. Incorporation of Provisions: Consultant will include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. Consultant will take such action with respect to any subcontract or procurement as the Local Entity, MDT or the FHWA may direct to enforce such provisions including sanctions for noncompliance: Provided, however, that in the event Consultant is sued or is threatened with litigation by a subconsultant or supplier as a result of such direction, the

Consultant may request the Local Entity to enter into the litigation to protect the interests of the Local Entity or State, and, in addition, the Consultant or the Local Entity may request the United States to enter into such litigation to protect the interests of the United States.

B. COMPLIANCE WITH MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, 49-3-207, MCA

In accordance with Section 49-3-207, MCA, Consultant agrees that for this Agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the Agreement.

C. COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)

1. Consultant will comply with all regulations relative to implementation of the AMERICANS WITH DISABILITIES ACT.
2. Consultant will incorporate or communicate the intent of the following statement in all publications, announcements, video recordings, course offerings or other program outputs: "The Consultant will provide reasonable accommodations for any known disability that may interfere with a person in participating in any service, program or activity offered by the Consultant. In the case of documents, recordings or verbal presentations, alternative accessible formats will be provided. For further information call the Consultant."
3. All video recordings produced and created under the Agreement will be closed-captioned.

D. COMPLIANCE WITH PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE PROGRAMS, 49 CFR 26.

Each Agreement the City signs with a Consultant (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance: "The Consultant, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate."