

ATTACHMENT A

City of Driggs Transportation Master Plan SCOPE OF WORK

PROJECT DESCRIPTION

This purpose of this project is to prepare a transportation master plan that will establish both short-range (3-5 years), mid-range (6-10 years), and long-range (11-20-years) Capital Improvement Programs (CIPs) for City of Driggs (City). The transportation plan will generally follow the LHTAC Manual on Transportation Plans, Second Edition. The City has selected Keller Associates (Consultant) for this project which is funded by both the City and LHTAC.

The Transportation Plan will review the existing transportation network within the City, beginning with the collection of existing data. Average daily traffic counts, crash and geometric data, and pavement and sign inventories will be evaluated by the Consultant. Evaluation of the data may reveal elements or locations of the system that are not performing well. The Plan will have planning-level estimates of probable cost and recommendations for improvement.

The project will also investigate the future transportation system, considering projected growth in the City, present future land uses, and will evaluate problem areas and solutions. The future projections will be based on a 20-year horizon. A Capital Improvement Plan (CIP) will be developed for use in budgeting and prioritizing projects. A public open house will be held within the planning process to receive input from residents and to address their concerns.

SCOPE OF WORK

Task 1: Project Administration

Consultant Responsibilities:

- 1.1 Project Set-up. Set-up project files and hold internal kick-off meeting with staff (City and LHTAC are invited to attend in-person or on-line).
- 1.2 Scheduling:
 - a. Initial Schedule: Upon receiving a Notice to Proceed, prepare an initial project schedule in Microsoft Project which correlates with the Keller Associates' work tasks. The initial project schedule will include tasks, deliverables, and review times.
 - b. Schedule Updates: Update the schedule monthly.
- 1.3 Project Reports & Invoices: Prepare monthly progress reports and invoices.
- 1.4 Project Coordination:
 - a. Monthly City Conference Calls: Hold coordination teleconference meetings. It is assumed that these meetings will last 30 minutes and will be held for eight (8) months. Prepare for and conduct the meetings and track action items.
 - b. Monthly Internal Consultant Team Meetings: Meet monthly as a consultant team to go over the current work product and overall schedule. These meetings are anticipated to last one (1) hour each for eight (8) months. Three members of Keller Associates' team are anticipated to attend. City and LHTAC are welcome to attend.



Assumptions:

- Project duration will be eight (8) months.

Deliverables:

- Project schedule.
- Monthly invoices and progress reports.

Task 2: Data Collection*Consultant Responsibilities:*

- 2.1 Base Mapping. Develop a base map of GPS sub-meter accuracy using Geographic Information System (GIS) software in a shapefile or geodatabase format. GIS roadway linework is available through several sources. Use available data as a starting point for the base map. Add pavement and sign inventories (provided by City in iWorQ format) to the base map. Add public parking lots, transit bus stops, and pedestrian/bike paths (provided by the City) to the base map.
- 2.2 Description of Existing Transportation System. Assemble available data from City, LHTAC, Teton County, and ITD sources describing the following:
 - Roadway jurisdiction
 - Surface type
 - Cross sectional elements
 - Maintenance history
 - Structure condition
 - Signing
 - Speed limits
 - Approximate right-of-way/easement widths based on parcel mapping
 - Road classifications (state/local)
- 2.3 Roadway Condition. Review existing iWorQ data for condition of the City roads. Advise the City of any issues in iWorQ or any updates that should be made to iWorQ. Provide City with suggestions for keeping iWorQ current.
- 2.4 Traffic Sign Inventory. Review existing sign inventory from City. Notify City of any found issues in iWorQ or any updates that should be made to iWorQ. Provide City with suggestions for keeping iWorQ current.
- 2.5 Traffic Data. Assemble traffic counts available from City, ITD, Teton County, and other local agencies. Counts are for Average Daily Traffic (ADT) and do not include intersection turn movements.
- 2.6 Crash Data. Download the State, County, and City crash data from LHTAC's website. Request any recent crash data not yet available on LHTAC's website.
- 2.7 Other Transportation Modes. Assemble data describing other transportation facilities including public transportation, bicycle paths, pedestrian facilities, and rail facilities. Assemble data describing current use, planning efforts and future improvements deemed desirable by each mode's constituent groups. Review and reference the City's 2019 Trip Hazard Assessment. Not included in this task are a physical inventory of City curb ramps and sidewalk, a detailed Americans with Disabilities Act (ADA) compliance survey, or an ADA Transition Plan.
- 2.8 Demographics and Land Use. Make contacts to assemble demographic and land use base data throughout the City. Make specific efforts to identify locations of schools, emergency services, hospitals,



and commercial, retail and employment nodes. Compare past growth projections to actual growth, and update population projections.

Forecast information for the purpose of estimating future traffic will rely primarily on traffic trend forecasts available from ITD, countywide activity forecasts available from City, and local expectations for the type, location, and level of development likely to occur within the City.

- 2.9 Review of City, County, and State Level Comprehensive and Transportation Planning Documents. Review State and local planning documents, including ITD statewide planning studies and corridor specific studies, and the City Transportation Plan and CIP for information pertinent to the City, to make the transportation plan compatible with other planning efforts. Recommendations arising from this study may also be used as local input to enhance the information in these documents.

If available, review the City's Water and Wastewater Facility Planning Studies, so that CIP projects can be coordinated with improvement projects that result from this transportation plan.

- 2.10 Review of Policies and Standards. Review the City design policies, standards, and practices against applicable state and federal standards. Make recommendations for changes to the City practices if necessary. This effort does not include the development of new complete design standards.

Assumptions:

- City will collect and provide Consultant with summer traffic counts at up to sixteen (16) locations. Data will be provided no later than August 2024. Counts will be average daily traffic; turning movement counts may be included. City may provide additional September traffic counts from up to four (4) other locations relevant to school operations.
- No field data collection for pavement and traffic signs by Consultant is included.
- City will provide existing iWorQ data including pavement and sign inventories for Consultant review. Data will be in spreadsheet and/or GIS format.
- All the above data will be used in subsequent analysis tasks and formatted as appropriate for use in the Transportation Plan report. This data will also be provided to the City in digital form.

Deliverables:

- None.

Task 3: Documentation of the Existing Transportation System

Consultant Responsibilities:

- 3.1 Transportation System Descriptions. Includes length, cross-section elements, and structures:
- a. Roadway Systems
 - i. Highway jurisdiction designation
 - ii. Functional classification
 - iii. Access restrictions
 - b. Other Transportation Services
 - i. Parking
 - ii. Pathways
 - iii. Transit stop locations
- 3.2 Physical Condition. Evaluation of roadway elements directly affecting service and operational safety of the roadway system:
- a. Remaining Service Life (RSL), based on the existing pavement inventory from City



- b. Roadside features
- c. Roadside drainage
- d. Roadway geometry
- e. Signing
- f. Pedestrian facilities including obvious ADA compliance issues. This does not include a detailed survey or inspection of all sidewalk, nor each pedestrian ramp.
- g. Bridges (three (3) total)

3.3 Operations and Safety Review. Summarize and evaluate data to characterize the existing system with respect to operations and safety. Include the following:

- a. Identification of pedestrian/vehicle or other modal conflict points;
- b. Identification of known traffic bottlenecks; and
- c. Summary and review of vehicle collision data with specific emphasis on identification of high-crash locations.

Assumptions:

- Includes approximately 25 miles of City streets.
- Culvert and bridge inspections are not included.
- Descriptions of bridges will be from ITD Bridge Inspection Reports.

Deliverables:

- None.

Task 4: Transportation Demand Model

Consultant Responsibilities:

4.1 Travel Demand Model. Create a travel demand model using the Visum software from PTV Group. This model will include an Open Streets network and will include City and State roadways within the City, including local streets. The roadway network will be coded to accommodate peak hour Intersection Control Analysis (ICA) assignment, with intersections used to produce model impedances/delay. The model traffic analysis zone (TAZ) structure will be based originally off Census blocks and then further refined based on existing local barriers, transportation features, and zoning designations.

The following data may be used to build the existing conditions travel demand model:

- a. Housing estimates by TAZ – combination of parcel data, census data, and rooftop counts (to capture second homes that may not show up in Census data)
- b. Employment estimates – based on Census On the Map LMI data
- c. Roadway Network – based on Open Streets network (free import from Visum software)
- d. Replica (big data source) Origin-Destination Trip distribution patterns
- e. City and ITD traffic July PM peak hour count data at up to eight (8) roadway segment and eight (8) intersection locations
- f. Additional September reference counts at up to four (4) locations to verify that school peak conditions are not heavier than summer peak conditions

These five (5) primary data sources will be used to build and calibrate a three-step (trip generation, trip distribution, traffic assignment) existing conditions (2024) Summer PM Peak Hour travel demand encompassing the City as well as areas anticipated for potential annexation over the next 20 years. This travel demand model will be calibrated to counted traffic locations in accordance with national modeling standards.



The calibrated existing conditions travel demand model will be used to determine existing traffic Level of Service (LOS) constraints throughout the City system. An estimated Daily (24-hour) model will be developed to inform calculations and needs analysis related to active transportation (bicycling and pedestrian) throughout the City. Documentation of model development and calibration will be included as an Appendix to the Transportation Needs Assessment chapter of the Transportation Master Plan. Existing traffic conditions findings will be included in the documentation provided in Task 5.

- 4.2 Future Baseline (No-Build) Model: The 20-year Future Baseline conditions travel demand will be developed using the following data:
- Housing growth projections – based on 20-year citywide growth estimates developed by the City and County
 - Employment growth projections – based on 20-year citywide growth estimates developed by the City and County
 - In-process or upcoming anticipated development information provided by the City
 - Model external station (entry/exit) location growth rates developed from ITD count trend data

These future growth assumptions will be added into the travel demand model to create a 2044 No-Build Scenario. This scenario will be run, and the results will be used to determine expected congestion bottlenecks and corridors throughout the City. The proportion of traffic contributing to key system need locations will be estimated for new development areas planned throughout the City and documented along with the system needs in the Transportation Needs Assessment chapter of the plan.

- 4.3 Project Traffic Evaluation: The travel demand model will be used to evaluate the effectiveness of projects identified in Task 6 to address the transportation needs identified in Task 4.2. Up to ten (10) different projects or combinations of projects will be evaluated, and the estimated benefits of these projects to the system (delay reduction, Average Daily Traffic reduction on active transportation routes, etc.) will be documented in the recommendations. Synchro analysis of project performance at up to five (5) locations for up to two (2) project alternatives will be included as well to refine proposed project lane configurations and intersection control information.

Assumptions:

- City to provide review and guidance on existing and future housing and employment estimations.
- City to provide upcoming development locations and number of housing units.
- City to provide roadway segment (tube) 24-hour July 2024 counts per Task 2.

Deliverables:

- Travel Demand Model Memorandum (Appendix to the Transportation Needs Assessment chapter)

Task 5: Transportation Needs Assessment

Consultant Responsibilities:

- 5.1 Growth-driven Improvements. Evaluate forecast volumes to determine the need for additional capacity (e.g., roadway widening, intersection approach widening, or the need for additional links in the roadway network). Review the functional classification of existing streets and make recommendations for changes, as needed. Make recommendations for bicycle and pedestrian network links and extensions.
- 5.2 SH-33 Corridor Study. Coordinate with ITD on projected intersection controls and cross-section improvements. Review City of Driggs Main Street Improvements plan (completed in 2008) and assess the necessity of removal of SH-33 parking to allow for 4-lane expansion. Provide narrative on intersections, alternative route, and corridor improvements that could be future projects with ITD.



- 5.3 Site-specific Improvements. In addition to the above system/capacity related improvements, evaluate existing conditions data for the need of site-specific improvements including:
- Roadway geometry
 - Spot safety improvements
 - Structures
 - Pedestrian facility improvements (e.g. sidewalk, pathways)
 - Specific streets identified by the City
- 5.4 Maintenance Needs. Using the provided pavement condition data, develop roadway maintenance / improvement strategies and associated costs for the existing roadway system. Determine annual roadway maintenance / improvement needs (e.g. chip sealing, overlay, etc.) required to stabilize the condition of the City roadway system. Include discussion of general maintenance strategies and recommendations for streets, pathways, and parking lots, such as repairing and maintaining edges of pavement and seal coating. Provide discussion and recommendations of thresholds to convert existing gravel roads within the City to paved roads. This effort does not include the development of a detailed, multi-year pavement management plan. Up to three (3) five-year street pavement maintenance funding scenarios will be analyzed. Funding scenarios are anticipated to be:
- No maintenance
 - Effectiveness of current maintenance budget over 5 years
 - Effectiveness of target maintenance budget to maintain network average RSL over 5 years
- 5.5 Transit System. Review existing facilities and services. Identify opportunities for improvements and how to better integrate with other modes of transportation. Based on feedback from the advisory committee and the public, identify bus stops and on-demand transit system needs. Also identify Park and Ride lot needs. Include strategies and recommendations in a concise narrative.
- 5.6 Roadway Cross-Sections. Provide recommendations for updates to City Standards for roadway cross-sections based on number of lanes, type of street (i.e. land use/zoning location) and functional classification including recommended right-of-way widths, with consideration of complete streets standards and context-sensitive design guidelines. Provide recommendations on how to apply these classifications to new developments.
- 5.7 Policy Updates. Provide recommendations for policy updates on access management, parking, speed limits, street lighting, and truck/freight routes.

Assumptions:

- A detailed corridor plan for SH-33 is not included in this scope of work.
- It is anticipated that this report will recommend additional study for SH-33.
- This task does not include on-street parking.

Deliverables:

- Draft report section on Transportation Needs Assessment.
- Future functional classification map.

Task 6: Capital Improvement Plan

Consultant Responsibilities:

- 6.1 CIP Development. Use the needs identified in Task 5, comments received, and engineering judgment to develop a combined Capital Improvement Plan for the City. This plan will be structured to classify identified needs as being within a five-year plan or beyond five years. Specific subtasks to be included in this task are:



- a. Develop planning-level estimates of individual project costs
- b. Prioritize needs according to safety, mobility, public comment, and funding constraints
- c. Organize projects into a short term (3 to 5-year), mid-term (6 to 10-years), and long term (20-year) Capital Improvement Plan and identify annual funding needs
- d. Identify potential funding sources

Assumptions:

- Cost estimate information will be included in an appendix in the report.
- A pavement maintenance plan is not included in this effort.
- Bicycle and pedestrian CIP projects will be listed on a separate table and included on a separate map.

Deliverables:

- Map figure showing CIP project locations (CIP Map will be included in the final report).
 - Bicycle and pedestrian project locations on separate map.

Task 7: Public Involvement and Meetings

Consultant will coordinate with the City to develop and implement a public involvement plan, which will include an advisory committee of City staff & officials and core stakeholders, as well as identification of peripheral stakeholders with the following purposes in mind:

- Extend participation in the study to other interests and jurisdictions, including representatives of Teton County Sheriff, Teton County Fire / Emergency Medical Services (EMS), Teton County School District, Idaho Transportation Department (ITD), Teton County ID, Teton Valley Trails and Pathways (TVTAP), START Bus, USFS, Teton County, WY and area resorts. Multi-jurisdictional transportation coordination is extremely important, especially for funding applications.
- Act as a conduit to Consultant for local information regarding the efficiency of the current transportation system, where known problems exist, and improvement “wish lists”, including those identified through the Teton County Safe Streets for All planning project running parallel to the Driggs Transportation Plan.
- Serve to review study findings and documentation to assure that the study is fully responsive to the requirements of the individual entities as a basis for further transportation improvement projects.

Consultant Responsibilities:

- 7.1 Initial Advisory Committee Meeting: Prior to beginning the study, a meeting with the advisory committee will be held to initiate the project and set project goals.
- 7.2 Conduct Stakeholder Interviews: Conduct interviews with up to ten (10) stakeholders. Interviews will be conducted after the Initial Advisory Committee Meeting. Interviews will be conducted over the telephone or virtually.
- 7.3 Project Advisory Committee Meetings: Prepare for and attend up to five (5) Advisory Committee meetings. Meetings will be held virtually. Meetings are anticipated to be as follows:
 - a. Meeting to initiate project
 - b. Presentation of existing conditions / solicit needs
 - c. Presentation of needs assessment / solicit priorities
 - d. Identify, select, and prioritize capital improvement projects
 - e. Presentation of draft report



- 7.4 Web Base Map: Create a web-based interactive mapping application for the public to provide comments regarding the transportation system. The web map will be open to the public for up to six (6) weeks, during Task 2.
- 7.5 Online Survey: Create an online survey to be used to gather input regarding the transportation system. The online survey will be open to the public for up to six (6) weeks, during Task 2. Survey questions will be formatted into an 8.5"x11" handout so City can provide hard copies, if requested.
- 7.6 Public Open House: Prepare for, attend, and help facilitate one (1) Public Open House hybrid (in-person with virtual Q&A segment) meeting. Keller's Project Manager and Project Engineer will attend the Public Open House in-person. The meeting will occur after Task 5. Open house will present existing conditions, identified needs, and possible projects. Solicit feedback from the public and incorporate into the report and capital improvements plan.

Assumptions:

- City to provide stakeholder list and contact information for each stakeholder.
- City to identify the Advisory Committee members.
- A single online survey with up to ten (10) questions will be prepared by consultant.
- All meetings, other than the Public Open House, will occur virtually.
- Up to five (5) poster boards with graphics and figures for the public open house.
- City to advertise public involvement, including open house, online web map, and online survey.
- City to print hard copies of survey questions, distribute hard copies, collect responses, and send Keller scanned copies of survey responses.

Deliverables:

- An online public involvement survey and hyperlink for City to advertise.
- Online web map application and hyperlink for City to advertise
- Flyer or mailer language consisting of two to five sentences that conveys the intent of public involvement and advertises the open house, survey, and online map application.
- Meeting notes from advisory committee meetings, stakeholder interviews, and public open house.

Task 8: Develop Draft and Final Transportation Plan

Consultant Responsibilities:

- 8.1 Prepare draft transportation plan report: Based on previous tasks, assemble a draft report. Conduct quality control reviews and revisions based on quality control reviews.
- 8.2 Submit draft transportation plan report: Submit to City and LHTAC for comments.
- 8.3 Revise the draft transportation plan report: Revise based on comments received.
- 8.4 Present draft transportation plan report: Present to City Council.
- 8.5 Revise transportation plan report: Revise based on City council comments then stamp and seal the report.

Assumptions:

- City Council will adopt the Transportation Plan by resolution.
- City of Driggs will prepare and submit the LHTAC Project Document Summary at the completion of the project.

Deliverables:

- Draft Transportation Master Plan.
- Final Transportation Master Plan.



COMPENSATION

As compensation for services to be performed by Consultant, the City will pay Consultant as described in the following table. The total authorized budget amount shall not be exceeded without authorization from the City. For time and materials tasks, compensation will be according to Keller Associates' standard billing rates updated annually each January.

TASK	Cost	Type
Task 1: Project Administration	\$6,200	LS
Task 2: Data Collection	\$8,700	LS
Task 3: Documentation of the Existing Transportation System	\$5,000	LS
Task 4: Transportation Demand Model	\$30,900	LS
Task 5: Transportation Needs Assessment	\$12,200	LS
Task 6: Capital Improvement Plan	\$6,000	LS
Task 7: Public Involvement and Meetings	\$10,500	LS
Task 8: Develop Draft and Final Transportation Plan	\$10,500	LS
Total	\$90,000	LS