

PROPOSED CONSULTANT SCOPE OF WORK – AMATS Project #CFHWY00961

Background Information

- [Our Downtown Plan](#)
- [AMATS 2021 Non-Motorized Plan](#)
- [Seward-to-Glenn PEL](#)
- Oklahoma City's [Better Streets – Safer City](#) Program
- [AMATS 2040/2050 MTP](#)

Required Agency Participation

This Engineering Study will result in the establishment of the Downtown Streets Capital Improvement Program (DTCIP). The formulation of the DTCIP may be used as a tool to help incentivize Downtown development and provide direction to annual allocations of project funding. The DTCIP could be incorporated into the MOA Capital Improvement Program (CIP) at the Assembly's discretion.

As this project will require significant state and MOA department participation and buy in, the following partners will be included in all relevant meeting invitations and announcements, etc.

- AK DOT&PF
- MOA Traffic
- MOA Office of Economic & Community Development
- MOA Department of Public Transportation
- MOA PME&E
- MOA Planning
- MOA Mayor's office

Required Non—Agency Partner Participation

The following partners will be included in all relevant meeting invitations and announcements, etc.

- The Downtown Community Council
- Anchorage Economic Development Corporation (AEDC)
- Visit Anchorage
- Anchorage Downtown Partnership
- Anchorage Community Development Corporation (ACDA)
- Alaska Trucking Association
- "3rd Avenue Radicals" Group

TASK 1 – PROJECT MANAGEMENT

Manage the project within the approved budget and timeframe. Delegate tasks and scheduling as necessary. Work directly with MOA project manager and team project manager

Deliverables:

- 1.a) Workplan with tasks, milestones, and staff assignments to guide the timeline completion of the plan on-time and within budget.
- 1.b) 30 minute bi-monthly check-in meetings; assume 5 additional coordination meetings throughout the course of the project.
- 1.c) Monthly invoices with project summary including achievements and milestones met, as well as any timeline updates or issues to report.

TASK 2 – PUBLIC OUTREACH

Ensure the project complies with all public notice and public outreach requirements as required by funders and the Municipality.

Deliverables:

- 2.a) Website/webpage creation and maintenance (to be hosted on MOA site).
- 2.b) Public meetings: organization, advertising, and facilitation, to include two Public Workshops.
- 2.c) Meeting notes and presentation materials for all meetings.
- 2.d) Small group or one-on-one meetings with key stakeholders. Assume 5 to 7 meetings lasting ½ hour to 1 hour each.
- 2.e) Agency subcommittee meetings (3 required, budgeted for 4). MOA staff will help organize the Agency subcommittee. Agency subcommittee must include representatives from AK DOT&PF and People Mover.
- 2.f) Mayor, AK DOT&PF State Commissioner, and Assembly briefings as needed. Assume 2 meetings.
- 2.g) Create a Comment / Response Table of public feedback.
- 2.h) Coordination with parallel/related planning processes if possible: Street Typology Study/Complete Streets Study, Seward/Glenn PEL, Long Range Transportation Policy Plan, ROW pilot projects including the Protected Bike Lane (PBL) pilot, etc.
- 2.i) Downtown Community Council: attendance and presentation to provide an update. Assume 3 meetings.

TASK 3 – BUILT ENVIRONMENT RESEARCH

Complete research on ROW ownership and width, needs of utility providers and their use of the ROW, design constraints (DCM/Muni Code/Downtown Plans/AASHTO/DOT/NACTO), adopted planning documents (Our Downtown, Non-Motorized Plan, Downtown Signals & Lighting), impact of route designations (such as NHS) on design and funding, potential funding opportunities, imagery examples (desktop research only) from other communities such as Austin, TX, and Oklahoma City, OK to include before/after installation of improvements, and identify downtown user types and their characteristics.

Deliverables:

- 3.a) ROW Ownership Memo to be approved by Agency Subcommittee and planning team (including MOA legal).
- 3.b) Built Environment Research Memo to be approved by Agency Subcommittee and planning team.
- 3.c) Funding memo to be approved by Agency Subcommittee and planning team.

TASK 4 – ENGINEERING STUDY AND CAPITAL IMPROVEMENT PROGRAM

Complete a study and report for the conditions of ROW Downtown and an overview of recommended capital improvements and long-term implementation. Study will include:

- Analysis of existing Downtown traffic flows and signal operations. Include bicycle level of stress and or equivalent pedestrian measure to identify barriers that separate islands of low-stress networks.
- Comparison of existing vehicular and non-motorized traffic data and any past projections.
- Analysis of two-way street conversions, lower design speeds, changes to on-street parking allocation. Include changes to bicycle level of traffic stress and equivalent pedestrian measures to show how improvements could merge previously disconnected islands.
- A hierarchy of modal priorities based on the Our Downtown Plan and public feedback.
- Analysis of connections to adjacent non-motorized facilities and trails and other desire paths.
- Analysis of wayfinding needs for non-motorized users.
- Requirements for signage for different ROW users.
- Recommendation for ROW pilot project areas. (includes typical section concept drawings and planning level cost estimates)
- A traffic model based on the priorities of the Our Downtown Plan and public feedback which provides outcomes from up to two (2) scenarios, and may consider regional/system-wide impacts.
- Update and repackage recommendations for project phasing for Downtown Signals & Lighting projects to conform with results of this study.

Consultant to work with AMATS to obtain all TransCAD model files for the most recent MTP effort, including documentation, to run the model and to make changes necessary for this analysis.

Deliverables:

- 4.a) Draft Outline to be approved by Agency Subcommittee and Planning Team.
- 4.b) Draft Preliminary Study for Agency Review and Comment.
- 4.c) Comment / Response Table to be approved by Agency Subcommittee and Planning Team.
- 4.d) Final Draft Study to be approved by Agency Subcommittee and Planning Team.
- 4.e) Final Capital Improvements Program List & Project Implementation List. This list may include financing opportunities similar to the Oklahoma City MAPS program or others. This list will be approved by the Agency Subcommittee and submitted as a recommendation to the MOA Assembly (through any required or established channel) for approval.
- 4.f) Format Final Study and CIP into InDesign and .pdf., electronic files of each, 10 hard copies of completed document.
- 4.g) All mapping data in GDIC-approved GIS format. Other data in Excel, Word, or SketchUp format as appropriate.

TASK 5 – PROJECT CLOSE-OUT

Deliverables:

- 5.a) Submit final invoice.
- 5.b) Submit any final electronic files.