

**Town of Littleton – Attachment A**  
**MassDOT Complete Streets Program**  
**Proposed Scope of Work - Development of Tier 2 Complete Streets Prioritization Plan**

The following is a proposed **Phase 1 Scope of Work** to develop a Tier 2 Complete Streets Prioritization Plan consistent with the MassDOT Complete Streets Grant Program. The Complete Streets Prioritization Plan will be a targeted investment strategy to improve safety, mobility, and/or accessibility in the community and takes into account the Littleton’s goals and priorities in implementing the Complete Streets Policy and associated improvements. It will identify the streets, infrastructure, conceptual cost estimates, and timeline for the Municipality’s desired Complete Streets improvements, and will align with the town’s other plans as appropriate including master plan, roadway maintenance schedule, and previous planning documents and studies. The scope takes into account readily available plans and studies the town recently or is in the process of completing, relevant historic plans and studies, and makes use of available mapping and the municipality’s GIS files. This scope of work includes three (3) formal meetings as described in more detail below.

**Scope of Work Assumptions**

**Meetings** – There are a total of four (4) formal meetings included in this scope that would occur during the analysis and development of the Plan not including any informal meetings or interviews to gather information. At this time, a meeting would be proposed with the Complete Streets (CS) Working Group following an initial assessment; a second meeting with CS Working Group to review the draft Plan; a public informational meeting; and a meeting to present the Final Plan to the Town officials that could be a public meeting.

**Engineering** – For the purpose of developing the Tier 2 Prioritization Plan, detailed engineering studies or designs are not required by MassDOT and are not included in this specific scope of work. General experience for implementing specific actions, analysis and engineering judgment will be used as input for developing conceptual cost estimates and determining potential construction issues. Identifying potential right of way impacts would be based on town assessor maps and input from municipal staff. This scope does not include any field survey or preparation of engineering design plans.

**Permitting** – There is no permitting task included in this scope to develop the Tier 2 Prioritization Plan. For those actions that require permits, that work would need to be completed at a later stage prior to applying for the Tier 3 implementation grant for implementing that specific action.

**Task 1 Obtain/Review Existing Information** - We will obtain from the municipality all relevant information pertaining to the transportation system currently available including maps, plan documents, studies, etc. The link included in the Request provided access to a large number of documents. This information may indicate current conditions (i.e. sidewalk inventory, transit routes) as well as describe future plans of the town. GIS files and information will be obtained and reviewed as part of this task. Included in, but not limited to, this information gathering step will be identifying the following:

- Schools
- Parks and recreational areas
- Community facilities
- Sidewalk and pedestrian crossing safety conditions
- Current capital improvement program
- Regional trail network
- Regional and local transit service
- Recent and anticipated growth areas
- Demographics including designated low and moderate income areas

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The municipality will provide any of its information in hard copy or electronic files or provide access to its GIS system. Other sources of information could be from regional agencies, the transit authority and studies completed as part of private projects.

**Task 2 Safety Screening/Pre-Audit** - Using the MassDOT crash database, we will complete a data screening review to identify critical crash experience locations and 'hot spots' with a particular focus on pedestrian/bicycle related crashes as well as those occurring in key locations (i.e. town center, school zones, etc.). Interviews with key municipal officials including but not limited to the police department will be conducted to verify initial findings or locate other perceived problem areas.

**Task 3 Roadway Windshield Survey** – We will complete a 'windshield' survey along the Town's major roads including collectors and obtain spot information related to roadway conditions, bicycle accommodation (current/future potential) and sidewalk conditions. Locations of apparent non-compliant ADA facilities will be field checked. Traffic signals under the Town jurisdiction will be reviewed in relation to pedestrian controls. This information will be confirmed and/or supplemented through interviews with key municipal officials and staff such as the public works and school departments.

**Task 4 Needs Assessment/Network Gap Analysis** – From the information gathered in Tasks 1-3, we will compile the information and develop in both tabular and graphic/map form. It is intended to use the GIS system available to assist in the analysis and mapping. Information on current conditions will be summarized depicting potential needs and opportunities. For example, a sidewalk inventory superimposed with civic buildings, schools, parks and regional trails would illustrate potential gaps or missing sidewalk sections that are important links and would fit into the goal of creating a Complete Streets network and healthy transportation system. Connections to the regional facilities (i.e. trails, regional transit system) is also important to note. Examples of other needs that could be identified include unsafe pedestrian crossings, poor sidewalk condition locations, inadequate local transit facilities (i.e. shelters, connection to key activity locations), need for bicycle storage facilities, etc.

**Task 5 Meeting with Complete Streets Working Group** – At this stage, we propose to meet with the CS Working Group to review the initial inventories, assessment of needs and opportunities relative to the Complete Streets program. This meeting would also be an opportunity to gather additional input in regards to safety and needs; anticipated future plans; and information relative to the municipal goals and the process in determining priorities.

**Task 6 Finalize List of Potential Actions** – Taking into account the results of the needs assessment/network gap analysis, opportunities and input from the CS Working Group (as well as other key Boards or officials if received), we would identify potential specific actions for addressing the specific concerns, need or opportunity. Where options exist in addressing a particular issue, information on the options including a planning level comparison, relative cost and the ease of implementation will be identified. An initial list of these potential actions will be prepared for review by the town.

**Task 7 - Develop Priority Decision Process** – In the end, a mechanism needs to be in place that provides the municipality a reasoned decision-making process in prioritizing the various proposed actions within the entire Complete Streets Prioritization Plan. This task focuses on outlining this process and proposing a method for ranking actions for subsequent implementation. While the priority process will be specific

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to the town, the MassDOT will want to know how the priorities were determined as they review the Tier 2 Prioritization Plan.

**Task 8 Prepare Prioritization Plan** – Based on the assessment of need, the potential eligible Complete Streets actions and the community’s priority process, the Draft Prioritization Plan will be prepared. Plan information will be input into the required tabular MassDOT Prioritization Plan Document. Preliminary or order of magnitude cost estimates as well as assumptions relative to implementation will be developed as part of this task. Supporting documentation and material will be prepared for submission with the Plan as determined reasonably appropriate.

A draft of the Tier 2 Prioritization Plan in MassDOT format with supporting information including graphics/mapping will be submitted to the municipality for review and comment. We propose to meet again with the CS Working Group at this stage to review the Draft Plan, discuss comments and to obtain direction in finalizing the Plan.

A public information meeting would also be scheduled at this stage to provide information to the public on the proposed Plan and gather any final input.

Following these meetings and the review with the SC Working Group, the Final Tier 2 Prioritization Plan will be prepared.

**Task 9 – Presentation of Final Complete Streets Prioritization Plan** – Following the preparation of the Final Complete Streets Prioritization Plan, a presentation will be made to town officials. We have assumed that we will provide assistance to the CS Working Group including preparation of presentation materials (i.e. handout, board, PowerPoint) and presenting the key aspects of the Plan as determined appropriate.

## **SCHEDULE**

It is anticipated that completing Tasks 1 through 8 including submitting the Draft Prioritization Plan to Littleton for review will require approximately 10-12 weeks. The Final Plan will be prepared in approximately one week following receipt of the town’s comments on the Draft Plan. We would expect that the presentation of the Plan would be conducted within a week of preparing the Final Plan.

## **DELIVERABLES**

The following products will be prepared and provided to the Town as result of this scope:

1. Prioritization Plan listing the proposed actions that will represent the 2016 Complete Streets program in MassDOT required format.
2. A summary map that illustrates graphically the Municipality’s 2016 Complete Streets Prioritization Plan.
3. A Summary Memorandum that documents the Municipality’s process used in assessing the needs, setting priorities and the final project prioritization.

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4. Compile the relevant sections of existing, available plans and documents that provided the supporting documentation and background in developing the 2016 Prioritization Plan.
5. As appropriate, notes and assumptions that provide support for developing the conceptual cost estimates of the various Complete Streets actions identified in the 2016 Prioritization Plan.

***ADDITIONAL SERVICES/MEETINGS***

Additional services beyond those, outlined in the above scope, can be performed as required or requested by the Client. These services may include: additional meetings, additional studies and analyses, response to comments, liaison or negotiations with government officials, preparation of roadway/civil/traffic design plans and other services. Additional services would be defined upon request and would be performed at your discretion and authorization only.

Should any additional services be needed, desired and requested by the CLIENT, we would prepare a contract amendment that describes the additional Scope of Services, resulting product, fee, and schedule required to complete the Additional Services.

**FEE**

The fee for the above described Scope of Services is \$43,222.94 including direct expenses. Attachment B provides details in relation to the fee.