**SCOPING MEETING**

**Item No. [ITEM NUMBER or N/A]**

**[ROUTE NAME] Corrior Study**

**[COUNTY NAME(S)] County**

**[MEETING DATE AND TIME]**

**[MEETING LOCATION and/OR MS Teams??]**

The consultant is to provide engineering and related services for this project for the following items (check all that apply):

|  |  |  |  |
| --- | --- | --- | --- |
| [ | X | ] | Corridor Study |
| [ |  | ] | Small Urban Area Study |
| [ |  | ] | Interchange Justification Study |
| [ |  | ] | Other |

# Study Goals and Objectives

The objective of the study is to [GOALS/OBJECTIVES FROM RFP] The Consultant will develop a draft Purpose and Need statement following KYTC and FHWA guidance [for any projects that may result over the course of the study process]. The Purpose and Need statement will clearly identify transportation issues, goals, and needs within any future project areas. This task will be updated continually throughout the study as data and input from the public is gathered.

# Scope of Work

The Consultant will provide engineering services for the completion of a corridor study that will develop and evaluate conceptual improvements to [PROJECT LOCATION]. The study will identify short- and long-term improvements that the Kentucky Transportation Cabinet (or other agencies) may use for further development and implementation. The list of improvement options will be evaluated and prioritized based on transportation needs, environmental/economic benefits and impact, benefit/cost, safety, structural needs, and existing pavement conditions. Activities may include an inventory of existing conditions, establishing study purpose and goals, proposing, analyzing, and prioritizing potential improvement options, developing practical solutions and cost estimates, conducting public involvement activities throughout the study process, and writing technical report to document the study process and results. [VERIFY AGAINST RFP]

# Existing Conditions Inventory

The Consultant’s responsibility for existing conditions inventory shall include:

* Mapping – Assemble and prepare geographic information system (GIS) data and aerial mapping for use in the analysis of improvement concepts, study displays, and presentations. All created maps shall have a color scheme consistent with the Division of Planning’s website.
* Roadway Characteristics – Provide existing roadway characteristics for the study area. The following information, at a minimum, on each mainline section and ramp will include:
  + Lanes, shoulders and median widths
  + Horizontal and vertical deficiencies
  + Bridge geometrics and deficiencies
  + Grades
  + Speed limits
  + Truck routes
  + Functional Classification and Roadway System Designation (i.e., NHS, non-NHS, STAA, Coal Haul, etc.)
  + Access points and driveways
  + Bicycle/pedestrian accommodations and/or available ADA plans
  + Transit
  + Existing ITS; Wayfinding signs within the project area

This information will be obtained from KYTC Highway Information System (HIS) for the state roadways and from existing roadway plans if available and will be field-verified through site visits. Any deficiencies will be identified. If shown on exhibits, a color scheme consistent with the Division of Planning website shall be used.

* This corridor was studied under the [Statewide INTERSTATE/CORRIDOR Plan] program; the [GIS online tool](https://demo5.wspis.com/) can be a source of existing conditions data and scoping information.
* Existing Traffic Volumes, Level of Service, and Capacity – Obtain available existing traffic volumes for the study area, including truck percentages. The Consultant will perform additional traffic counts as required. The Consultant will perform capacity and level of service (LOS) analysis on highway segments in concurrence with the current Highway Capacity Manual. Capacity analysis should result in a volume-to-capacity (v/c) ratio. Future year LOS and v/c ratio should be developed using forecasted traffic data and/or traffic model. KYTC has access to link-level travel time data via [HERE] as well as bike/ped data, travel time data, origin destination data, and some volume data via StreetLight.
* Crash Analysis – Obtain raw crash data from the Kentucky State Police database for a minimum of the most recent five years (MONTH YEAR – MONTH YEAR). Data will be summarized by applicable crash types and mapped. Crash data will be color-coded by type on exhibits and provided to the Department as ESRI shapefiles and KMZ files. This information will be analyzed to identify possible safety improvements. KYTC will provide the narrative portion from individual crash reports in high crash spots and fatalities upon request. The Crash Data Analysis Tool (CDAT) or Network Screening tool should be used to calculate Excess Expected Crashes (EEC) and Level of Service of Safety (LOSS) in the study area as the safety analysis tool. **Only personnel who have signed the CRASH MOU can have access to crash data (i.e. stored in a secure, access-controlled location).**

# Analysis of Conditions and Improvement Concepts

*[The number and/or type of improvement concepts to be analyzed should be discussed at the Scoping Meeting.]*

* The Consultant shall be responsible for developing both short- and long-term improvements that address the goals and objectives of the study.
* The “Safe System Approach” shall be used when developing improvement concepts.
* A justification for the dismissal or non-consideration of TSMO-focused improvements must be provided.
* Utilize the KYTC Complete Streets Manual and Policy when developing improvement concepts.
* The Consultant shall be responsible for design~~, right of way, utility~~ and construction cost estimates necessary to enable this or future project teams to make decisions and/or recommendations. The Department will be responsible for right of way and utility estimates. [EDIT WHO IS RESPOSIBLE FOR EACH ITEM]
* Potential funding avenues and sources of risk should be included on project sheets.
* A separate, escalated cost to account for a “time” or “management” contingency should also be included. Specific percentages should be discussed with the project team, but are typically 10-20% per biennial phase.
* The Consultant shall perform a cost-beneﬁt ratio analysis for each improvement concept as a means for comparison of potential improvement concepts.
  + Reduced travel time savings beneﬁt
  + Reduced crash savings beneﬁt
  + Enhanced economic benefit (if necessary – provided by Department using TREDIS)
* Potential impacts, such as environmental, utility, and right-of-way, shall also be quantiﬁed and documented, if possible, for each concept.
* Potential impacts to capacity and safety should be analyzed and noted. Intersection Control Evaluation (ICE) level one screening tools are required to be utilized where intersections are identified for improvement in conjunction with the ICE policy.
* Explore potential synergy with IIJA Grant Program emphasis areas.
* The project team will prioritize proposed improvements based on data analysis and local input.

# Related Services

Planning related services shall be performed as indicated below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | N/A | | | |  | Department | | |  | Consultant | | |  |  | | |
| Environmental Overview: | | [ |  | ] |  | [ |  | ] |  | [ | X | ] |  |  |  |  |
| Geotechnical Overview: | | [ |  | ] |  | [ | X | ] |  | [ |  | ] |  |  |  |  |
| Traffic Engineering Analysis: (Basic; Highway Capacity Manual) | | [ |  | ] |  | [ |  | ] |  | [ | X | ] |  |  |  |  |
| Traffic Engineering Analysis:  (Advanced; Micro-simulation) | | [ | X | ] |  | [ |  | ] |  | [ |  | ] |  |  |  |  |
| Traffic Forecast: | | [ |  | ] |  | [ |  | ] |  | [ | \*X | ] |  |  |  |  |

Unless otherwise specified in the Scoping Meeting Minutes, the Department shall provide:

1. All existing and scheduled traffic counts, including intersection turning movements.
2. Copies of any pertinent, available studies, CHAFs, or other project documentation.
3. Copies of pertinent, available traffic models.

# Environmental Overview/Socioeconomic Study (This study utilizes [TYPE OF FUNDS] funds)

The Consultant shall conduct a planning-level environmental overview of red flag issues within the study corridor. This shall include literature and database review known places of significant historical or cultural value, potential hazardous materials, and noise sensitive receptors. Other features such as aquatic resources (e.g., floodplains, wetlands, and sinkholes) shall be identified based on available data. The effort will consist of collecting the electronic databases, data files, and published data to produce a planning-level environmental footprint of red flag issues in GIS format. Findings will be incorporated into the draft and final report and materials for project team meeting(s). All red flag elements will be noted in the study as “…to be considered/further evaluated in the next phase of plan development.”

The Consultant will prepare informational materials pertaining to the Environmental Overview for project team meetings. The materials will include exhibits and maps of the environmental footprint, or similar materials, as appropriate. Sensitive environmental information, such as threatened and endangered species or archaeological sites, will not be included on publicly accessible mapping.

The Environmental Overview shall be submitted to KYTC's Division of Environmental Analysis for review.

A Socioeconomic Study will be included as part of the Environmental Overview and will be completed by the [CONSULTANT OR ADD NAME]. The Consultant shall be responsible for the review of the Socioeconomic Study. [VERIFY]

The Consultant shall summarize the ﬁndings for inclusion in the ﬁnal report and include all documentation in the Appendix as necessary.

# Geotechnical Overview

The Geotechnical Overview will be conducted by the Department and provided to the Consultant. [VERIFY]

~~The Consultant shall conduct all work related to the geotechnical overview and supply all needed information, documentation, and cost estimates. The Consultant shall utilize maps of the study area to perform all necessary research and document the related ﬁndings. The overview shall be submitted to KYTC's Geotechnical Branch for review.~~

~~The Consultant shall summarize the ﬁndings for inclusion in the report and include all documentation in the Appendix as necessary.~~

# Traffic Forecasting/Modeling

The responsibility for the traffic forecast and needed traffic counts shall rest with the Consultant. If counts are needed, the Consultant will submit a list to KYTC within a week after the scoping meeting if the counts are to be done by KYTC. If the Consultant is responsible for the counts, then the Consultant will provide a list of the counts needed to KYTC before providing the man-hours for the study. Traffic data collected will be provided to KYTC within two months of the scoping meeting in a format agreed to by the Consultant and KYTC.

A meeting between the Modal Branch and the Consultant should be scheduled prior to any modelling activities. [VERIFY]

The consultant will produce an interim methodology report after counts are received that contain base and future year (YEAR), proposed growth rates, project for inclusion in the study, projected traffic volumes, and truck percentages. Projected growth rates shall incorporate traffic projects as well as likely areas of housing starts and new businesses identified in meetings with local officials and stakeholders. Discussion shall include but are not limited to, new/proposed school locations, future enrollment, and areas of potential business, residential, and industrial growth. The methodology report shall be delivered one month before the second project team meeting. KYTC will return any comments to the Consultant within one week of receipt of the methodology report.

The Consultant shall create a draft report of the traffic forecast with base year, forecast year, alternative scenarios, turning movements, growth rates, route alignments, level of service, trafﬁc volumes (both overall and truck), and volume/capacity ratios one month after the second project team meeting. KYTC will return any comments within one week of receipt of the draft report. The consultant will submit a final report incorporating KYTC comments of the draft report. The ﬁnal report will be reviewed by KYTC within two weeks of receipt.

Any displays of trafﬁc data the consultant intends to use for this forecast will be submitted to KYTC at least one month before the ﬁnal local ofﬁcial/stakeholder meeting for KYTC comments and approval. KYTC will return any comments within one week of receipt of displays.

# Public Involvement/Meetings

*The number and schedule of the meetings shall be discussed at the Scoping meeting. The number of consultants attending each meeting should also be discussed.*

**(3) Project Team Meetings**

**(2) Local Officials/Stakeholder Meetings**

**(1) Public Meetings\*\*** (in conjunction with web-based online public engagement)

**(1) Resource Agency Mailing**

\*\*Consultant shall develop a Public Meeting Notebook

This task will include hours associated with:

* Meeting preparation
  + Any materials which will be shown at local official/stakeholder and/or public meetings should be submitted to KYTC at least one week prior for review and comment.
* Meeting attendance
* Meeting summary/notes

# Study Documentation

The Consultant shall prepare a technical report and an executive summary documenting the study process and findings. The report shall cover all of the actions and signiﬁcant conclusions and information pertaining to the study and the ﬁnal recommendations. A draft copy shall be prepared and submitted to [NAMES] for review. The Executive Summary should be included as a foreword to the full report. A short white paper for Cabinet Leadership may also be requested. An electronic copy of the draft report in Word format shall be submitted to KYTC Central Office Planning and an electronic copy of the draft report in Word format shall be submitted to KYTC District(s) [DISTRICT NO].

It is the Consultant's responsibility to see that all comments received are addressed in the ﬁnal report, with a final proof and disposition of comments provided to Central Office Planning. The Consultant will provide Central Ofﬁce Planning [#] hard copies with a USB ﬂash drive of the appendices attached, [#] electronic copies of USBs including appendices, and [#] hard copies of a separate Executive Summary to [NAME]. Central Ofﬁce will distribute these as necessary to KYTC District(s) [DISTRICT NO] .

Study Appendices shall include:

* Crash History (Master File Numbers excluded)
* Trafﬁc Forecast Report
* Environmental Overview
  + Archeological Site Information, if applicable (conﬁdential, provided via USB only)
* Socioeconomic Study (previously known as Environmental Justice)
* Geotechnical Overview
* Meeting Summaries
* Cost Estimate Spreadsheets (to be reviewed by Location Engineers)

Other appendices may be added as necessary for documentation of study activities.

# General

1. The Consultant shall be represented at all meetings. Any plans or exhibits required shall be the responsibility of the Consultant.
2. Any sub-Consultants utilized must have approval of the Department prior to their performance of any work.
3. The Consultant is responsible for having obtained and being knowledgeable of all Department Manuals including, but not limited to, Design and Professional Services. All work shall be performed in accordance with those manuals or other memos issued subsequent to the publication of those manuals unless otherwise explicitly stated.
4. The Consultant shall submit the Production-Hour Worksheet, listing only the involved units of work, including supporting documentation of units obtained to Steve De Witte with the Division of Planning and the Project Managers to be reviewed. Upon agreement of the Production-Hour units, if the hours are greater than 500, then the Consultant shall submit his fee proposal with detailed production-hours on the Department's standard Production-Hour Worksheet to the Director of Professional Services. The Division of Planning shall also submit the Department’s detailed Production-Hours. Any project or subtask, such as the Environmental Overview, requiring fewer than 500 hours may be negotiated directly with the applicable Division.
5. Change orders to this study shall not be permitted except in such cases that:

* The study limits have been substantially revised from those initially indicated in the Scoping Minutes.
* A change of scope has occurred.
* The Consultant is requested to revise the plans as a result of a direction change by the Department.

1. The Consultant is responsible, at all times, for correction of any errors or omissions that may have been made in the preparation of the documents and exhibits. The Consultant shall immediately notify the Project Manager of any item that requires work beyond the projected production hours, and shall not proceed with that item of work until the matter of extra work has been resolved.
2. All original submissions, including pay estimates, consultant monthly reports, and Personal Service Contract (PSC) invoice forms, shall be sent to Steve De Witte. They may be electronically submitted. A consultant monthly report shall be submitted even if a pay estimate is not being submitted. All correspondences pertinent to this study shall have the Document Number, Agreement Number and Invoice Number noted.
3. The Consultant shall be responsible for preparation of all minutes of meetings, including this Scoping Meeting.
4. Periodic progress meeting shall be held with the Project Team as discussed during the Scoping Meeting.
5. The District [DISTRICT NO] Project Managers are [NAME]. The Department Central Office Planning Project Manager assigned to this study is [NAME].
6. The study shall be performed utilizing [TYPE OF FUNDS] funds.
7. Scoping Meeting Minutes shall be distributed to [NAME].
8. The Scope of Work shall be submitted to [NAME].

1. The Production-Hour Worksheet shall be submitted to Steve De Witte. The hours for the Environmental Overview shall be submitted to [NAME] for review. The hours for the Trafﬁc Forecasting shall be submitted to [NAME] for review. Please copy [NAME] on all overview requests.

# Milestones

Below are KYTC approximate schedule with milestone payments to cover a [#]-month study period:

|  |  |  |
| --- | --- | --- |
| [DATE] | - | Notice-to-Proceed |
| [DATE] | 30% | First Project Team Meeting –  Existing Conditions and Needs |
| [DATE] | - | First Local Official/Stakeholder Meeting & Public Engagement –  Existing Conditions and Needs |
| [DATE] | 50% | Second Project Team Meeting –  Development and Presentation of Improvement Concepts |
| [DATE] | - | Second Local Official/Stakeholder & Public Engagement –  Presentation of Improvement Concepts |
| [DATE] | 70% | Third Project Team Meeting –  Screening & Project Team Prioritization and/or Recommendations |
| [DATE] | 85% | Draft Report |
| [DATE] | 100% | Final Report |

*Other milestones may be added to this list as deemed necessary by the Department.*

Notice to Proceed for this study is [NTP DATE].