

APPENDIX H

SCOPING MEETING MINUTES

Item No. 2-8702.00

**KY 107 & I-24, Christian County
Interchange Justification Study**

**April 25, 2013 –11:30 a.m. CST
KYTC District 2 - Madisonville**

Participants

Kevin McClearn	KYTC – D2 CDE	Kevin.McClearn@ky.gov
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The consultant is to provide engineering and related services for this project for the following items (check all that applies):

- Corridor study
- Small Urban Area Study
- Interchange Justification Study
(Abbreviated)
- Other

Related Services

The following planning related services shall be performed as checked below:

	N/A	Department	Consultant
Photogrammetry/Mapping:	[<input type="checkbox"/>]	[<input type="checkbox"/>]	[<input checked="" type="checkbox"/>]
Environmental Overview:	[<input type="checkbox"/>]	[<input type="checkbox"/>]	[<input checked="" type="checkbox"/> *]
Geotechnical Overview:	[<input checked="" type="checkbox"/>]	[<input type="checkbox"/>]	[<input type="checkbox"/>]
Traffic Forecast:	[<input type="checkbox"/>]	[<input checked="" type="checkbox"/>]	[<input type="checkbox"/>]
Traffic Modeling:	[<input checked="" type="checkbox"/>]	[<input checked="" type="checkbox"/>]	[<input type="checkbox"/>]

*Known major environmental issues, and environmental footprint

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

- (1) All existing available traffic counts.
- (2) Copies of any pertinent, available studies, PIFs, or other project documentation.
- (3) Copies of any available record plans of existing roads and construction plans of any proposed road projects as details are finalized and become available.

Purpose of the Study

The purpose of this project is to connect KY 107 to I-24. KY 107 is a rural major collector that begins in LaFayette in southern Christian County, extends northeast as an overpass to I-24 through the study area before continuing to Hopkinsville, east into Todd County and ending at US 431 in Lewisburg in Logan County. The latest traffic count from 2011 for KY 107 at the I-24 overpass is nearly 1,200 ADT; counts along KY 107 in Hopkinsville approach 10,000 ADT. Traffic counts are unavailable for I-24 at

the project study location; however, a few miles east a 2011 count revealed an ADT of approximately 30,000 vehicles per day. The purpose of this study is to evaluate and study the feasibility of an I-24 interchange with KY 107 to improve interstate access in southern Christian County. There is a large amount of commuter traffic in southern Christian County that would benefit with improved access to Fort Campbell, Oak Grove, and Clarksville and Nashville, Tennessee. There is also a desire for this project from the emergency response personnel.

Scope of Work

The consultant will provide engineering services for the completion of a traffic and operations abbreviated interchange justification planning study (IJS) to evaluate the feasibility of an interchange at KY 107 and I-24. Activities normally include an inventory of existing conditions, establishing project purpose and goals, proposing and analyzing alternative improvement options, developing practical solutions and cost estimates, conducting public involvement activities throughout the study process, prioritizing improvements and writing a technical report. This study will be completed in phases, and the first phase is addressed in this initial letter agreement.

The agreement will be lump sum and the overall activities will include (I.) Existing Conditions Inventory; (II.) Analysis of Conditions and Improvements; (III.) Public Involvement; and (IV.) Draft and Final Report / Operational Analysis/IJS Preparation. The following is a summary of these items.

This first phase will include activities necessary to develop the Purpose and Need and address Policy Points 1 through 4 of the FHWA Policy on Access to the Interstate System. Elements of the initial phase included in the consultant's scope of work and relevant information is as follows:

I. Existing Conditions Inventory

1. Assemble and prepare available geographic information system (GIS) data and existing and available aerial mapping for use in project displays and presentations.
2. Develop a Project Description and Location
3. Identify an Area of Influence
4. Develop a Purpose and Need
5. Identify the Existing Conditions of the Area of Influence in the base year including
 - a. Existing Facility and Roadway Network
 - i. Milepoints
 - ii. Lanes, shoulder, and median widths
 - iii. Horizontal and Vertical deficiencies
 - iv. Speed limits
 - v. Truck routes
 - vi. Access Control of Crossroads
 - vii. Functional Classification
 - viii. Accommodations for Bike/Ped on Crossroads
 - ix. Lane balance
 - x. Bridge overpass deficiencies
 - Lateral Clearances
 - Vertical Clearances of Overpasses
 - Bridge Conditions (structurally deficient or functionally obsolete)
 - b. Evaluate Existing Interchanges

- i. Describe the existing configuration, geometry, spacing and other design features of existing interchanges in the area of influence
 - ii. Identify any elements that do not meet current design standards
 - iii. Identify any approved but not yet constructed interchanges
 - c. Evaluate Safety Performance of the Existing Conditions
 - i. Crash Analysis will be conducted by Qk4 and include obtaining raw crash data from the Kentucky State Police database for a minimum of the most recent three years used in the Kentucky Transportation Center's Buildup/Lookup analysis. Data will be summarized by applicable crash types and mapped. Crash rate factors (CRFs) will be developed based on methodology and rates developed by the Kentucky Transportation Center. This information will be analyzed to identify possible safety improvements.
 - d. Environmental Constraints
 - i. Identify any known major environmental issues or areas of concern
 - ii. Identify any controversies or issues of community concern associated with this project.
 - iii. The consultant will provide the environmental footprint to the KYTC.
 - e. Develop exhibits and tables displaying relevant information

II. Analysis of Conditions and Improvements

6. **Operational Analysis** - Traffic counts and existing (2013) and future year traffic (2040) projections will be provided by KYTC for all interstate segments, interstate ramps, ramp terminals, and crossroads necessary to perform the operational analysis for the proposed interchange. This information will be available September 1, 2013, if no additional traffic counts are necessary. KYTC will perform additional traffic counts as required. If additional counts are required, it will affect the project schedule. The consultant will be responsible for:
 - a. Operating conditions of the facility and network for Years 2013 and 2040 No Build and build Year
 - i. The consultant will perform capacity and level of service (LOS) analysis on highway segments for both I-24 and the crossroads in concurrence with the current Highway Capacity Manual. Capacity analysis should result in a v/c ratio.
 - ii. Speed Change Lanes and Weaving Characteristics will be addressed
 - iii. Merge and Diverge movements will be analyzed
 - iv. Develop exhibits and tables displaying relevant information

7. Alternatives Analysis

- a. Alternatives - The consultant will look at two alternatives for an interchange at KY 107 with I-24. The alternatives will be to a level at which feasibility, costs and impacts can be estimated. Crossroads and other route alternatives may be necessary to address Policy Point #1 – “Is the Existing network with reasonable improvements cannot satisfactorily address the need.” KYTC will provide estimates for right of way and utilities. Potential impacts to capacity and safety should be analyzed and noted.

- b. The consultant shall be responsible for construction cost estimates necessary to make a determination of recommended improvements.
- c. Potential impacts of the improvements such as environmental, utilities, right of way shall also be quantified (if possible) and documented for each alternative. Potential impacts to capacity and safety should be analyzed and noted.

III. Public Involvement

No formal public involvement will be held for this first phase. A local officials meeting to confirm the Purpose and Need for the Project is included.

The following project meetings are anticipated for the project.

8. (2) Project Team Meetings
9. (1) Local Officials Meeting
10. (1) Traffic Forecasting Meeting
11. (4) Coordination meetings (includes FHWA)

These tasks will include hours associated with:

12. Meeting preparation
13. Meeting attendance
14. Meeting summary/notes

IV. Draft and Final Report / Operational Analysis/IJS Preparation

Qk4 will prepare a Draft and Final Report and a Draft and Final Executive Summary documenting the study efforts. The reports will cover all of the actions, significant conclusions and information pertaining to the study and the final recommendations will be submitted to the Division of Planning, and District 2 staff. Three (3) hard copies of the Draft Report and an electronic copy will be submitted to the Division of Planning and District 2 staff (six total hard copies and two electronic).

It is Qk4's responsibility to see that all comments received are addressed in the Final Report. An Executive Summary will be included as a foreword of the final report and also as a separate document. The consultant will provide the Division of Planning the following for the final report:

- 15 hard copies and CDs (in the inside cover of the report)
- 10 CDs of the final report
- 25 hard copies of the Executive Summary
- Report appendices will be placed on CD/DVD.

Additional Topics Covered

Should the first phase result in an interchange addition to I-24 that is acceptable to the Federal Highway Administration (FHWA), this letter agreement will be modified to include the remaining policy points and scope of work to complete the full IJS.

General

- (1) The consultant shall be represented at project meetings, as described above. Any plans or exhibits required shall be the responsibility of the consultant.
- (2) Any subconsultants 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, Planning, 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 the Division of Planning and the Project Manager 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. If the production hours are less than 500 for the project or any subtask, then the hours can be negotiated directly with the applicable Division.
- (5) The consultant is responsible, at all times, for correction of any errors or omissions that he may have made in the preparation of the documents and exhibits. The consultant shall immediately notify the Project Manager of any item that he feels requires extra work. He shall not proceed with that item of work until such time that the matter of extra work has been resolved. Adjustments to the Scope of Work and Unites of Work can be made as the project progresses.
- (6) All original submissions, including pay estimates, consultant monthly reports, and Personal Service Contract (PSC) invoice forms, shall be sent to the Division of Planning and to the Project Manager. They may be electronically submitted. The consultant monthly report shall be submitted even if a pay estimate is not being submitted. All correspondences pertinent to this project shall have the Document No., Agreement Number and Invoice Number noted.
- (7) The Consultant will be responsible for preparation of all minutes of meetings, including this Scoping Meeting.
- (8) Periodic progress meeting will be held with the District as discussed during the Scoping Meeting.
- (9) The Departments Project Manager assigned to this project is Nick Hall with Shane McKenzie as backup for the Division of Planning. Mikael Pelfrey should be copied on all correspondence.
- (11) The study is in the current 2012 Six Year Plan for the following phases:

<u>Phase</u>	<u>FY</u>
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Scoping Study	2013
Design	20xx
Right of Way	20xx
Utilities	20xx
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- (12) Next Steps will be for the Consultant to provide scoping minutes of this meeting and production tasks and units to D-2 and the Division of Planning for the development of a Production-Hour estimate and fee.

Milestones

The consultant shall provide milestone dates for the following activities:

- (1) NTP – June 15, 2013
- (2) Existing Conditions Inventory – August 15, 2013
- (3) Alternatives Analysis – September 1, 2013
- (4) Traffic Forecast to consultant – September 1, 2013 (by KYTC)
- (5) Draft Report Submitted – October 15, 2013
- (6) Final Report – December 15, 2013

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

Milestone dates are based on receiving Notice to Proceed by June 15, 2013.