

SCOPE OF WORK CHECKLIST

The scope of work is the official description of the work that is to be completed during the contract. **The scope of work must be consistent with the project timeline.**

The scope of work must:

- Be completed using the Fiscal Year 2016-17 template provided and in Microsoft Word format.
- List all tasks and sub-tasks using the same title as stated in the project timeline.
- Have task and sub-task numbers in accurate and proper sequencing; consistent with the project timeline.
- List the responsible party for each task and subtask and ensure that it is consistent with the project timeline (i.e. applicant, sub-applicant, or consultant).
- Have a thorough Introduction to describe the project and project area demographics.
- Have a thorough and accurate narrative description of each task and sub-task.
- Include a task for a kick-off meeting with Caltrans at the start of the grant.
- Include a task for procurement of consultants, if consultants are needed.
- Include a task for invoicing.
- Include a task for quarterly reporting to Caltrans.
- Include public participation and services to diverse communities.
- Include project implementation/next steps.
- NOT include environmental, complex design, or engineering work and other ineligible activities.
- List the project deliverable for each task in a table following each task and ensure that it is consistent with the project timeline.

NOTE: Applications with missing components will be at a competitive disadvantage. Please use this checklist to make sure your scope of work is complete.

SCOPE OF WORK:

Connected: The Fresno County Sustainable Communities Public Transit Plan

INTRODUCTION:

This project will yield in the establishment of Fresno County's *first* integrated long-range transit plan, intended to guide transit and multimodal investments servicing the Fresno region through the year 2050. The plan will detail how to continually provide and preserve a sustainable, safe, innovative, integrated and efficient transit system to enhance the region's economy and livability for all, in-line with the State's Transportation Planning Goals to *Improve Mutlimodal Mobility and Accessibility for All People, Preserve the Multimodal Transportation System, and Foster Livable and Healthy Communities and Promote Social Equity*; and Federal Transportation Goals relating to accessibility, safety, mobility and integration. Such focus will be accomplished through direct public outreach and partnership by Fresno COG bringing together Fresno County, the 15 incorporated cities, representatives from the unincorporated communities/rural areas, the major transit providers, transit ridership, bicycle and pedestrian advocates/users, and additional various stakeholders and general public to develop "**Connected: The Fresno County Sustainable Communities Public Transit Plan**" to help achieve the GHG reduction targets set by the ARB, and provide insight to the update of the 2018 Fresno Country Sustainable Communities Strategy (SCS).

CalEnviroScreen 2.0 identifies 13 of the 15 incorporated cities, as well as the predominant area of unincorporated Fresno County, as Disadvantaged Communities. In total, 67.6% of Fresno County's population, a total of 628,720 residents, fall within this classification. Such economic challenges often limit families and individuals' transportation options to walking, bicycling and public transit – resulting in high demand for such options to be readily available, affordable and efficiently operated in order to allow needed access to employment, medical care, shopping and educational services. Implementation of the Plan will also improve public health and air quality by providing better services to the over 15 million annual transit riders throughout the region, 79% of which are completely transit dependent – more than double the national average – and living within the 5th most polluted airshed in the United States, as documented by ARB. The Plan will also incorporate linkages with bicycle and pedestrian plans throughout the region, including items such as the Bicycle Guide for District 6 and individual bike/ped plans, ensuring an integrated, connected, and resilient multimodal system that supports the region's economy, human and environmental health, and social equity, in support of the California Transportation Plan 2040 Vision.

The below Scope of Work reflects the anticipated process and deliverables for Fresno COG's first integrated long-range transit plan – Connected: The Fresno County Sustainable Communities Public Transit Plan.

RESPONSIBLE PARTIES:

The Fresno Council of Governments (Fresno COG), with the assistance of a consulting firm and significant input from the Steering Committee, will perform this work. Fresno COG has not yet selected a consulting firm; however, the proper procurement procedures will be used through a competitive RFP process. Fresno COG anticipates that the scope will not differ substantially, that the budget will not exceed the grant amount requested; and that the project will be completed within the grant period as indicated within the timeline.

The Steering Committee will include (at a minimum) Fresno COG, Caltrans, Fresno Area Express (FAX), Fresno County Rural Transit Agency (FCRTA), Clovis Stageline Transit, Yosemite Area

Regional Transportation System (YARTS), California High-speed Rail Authority (CAHSR), Amtrak, Greyhound, engineers and planners from the 15 incorporated cities and Fresno County; as well as members of disadvantaged and environmental justice communities throughout the region, various representatives from the development community, public health sector, environmental sector, bicycle and pedestrian coalitions, public education entities, businesses and general public representatives, as appropriate.

OVERALL PROJECT OBJECTIVES:

- Produce a county-wide long-range transit plan to integrate the efforts, projects and future operations of the major transit providers operating within Fresno County through the year 2050
- Identify a preferred long-range vision for the public transit system in Fresno County, shared by the major transit providers, elected officials, various stakeholders and the general public
- Provide guidance for future investments in the public transportation system operating throughout Fresno County
- Identify transit projects and alternatives that consider and improve the sustainability, preservation, mobility, safety, innovation, economy, health and equity of the transit systems within Fresno County, in-line with State and Federal Transportation Planning Goals
- Integrate the regional movement of bicycles and pedestrians with public transit options and plans, utilizing items such as the Bicycle Guide for District 6, Complete Streets, and Smart Mobility Framework
- Identify long-range transit and multimodal projects for placement into the 2018 Fresno COG SCS

1. Project Initiation

Task 1.1: Kick-off Meeting with Caltrans

- Kick-off Meeting with Caltrans to formally launch the project and discuss details associated to scope, timeline, budget, etc.
- Responsible Party: Fresno COG (applicant)

Task 1.2: RFP for Consultant Services

- Develop a Request for Proposals (RFP) for consultant services to organize the development of an integrated long-range transit plan for the Fresno County region. The RFP will take into account all future tasks as identified within this Scope of Work, including project initiation, public outreach, plan development and fiscal management tasks, as appropriate.
- Responsible Party: Fresno COG (applicant)

Task 1.3: Steering Committee Formation

- Establish a Steering Committee that consists of (at a minimum) Fresno COG, Caltrans, Fresno Area Express (FAX), Fresno County Rural Transit Agency (FCRTA), Clovis Stageline Transit, Yosemite Regional Transportation System (YARTS), California High-speed Rail Authority (CAHSR), Amtrak, Greyhound, engineers and planners from the 15 incorporated cities and Fresno County; as well as members of disadvantaged and environmental justice communities from throughout the region, bicycle and pedestrian coalitions, representatives from the development community, public health sector,

environmental protection sector, public education entities, businesses and general public representatives, as appropriate.

- Responsible Party: Fresno COG (applicant) / Consultant

Task 1.4: Staff Coordination

- Conduct regularly scheduled face-to-face Steering Committee meetings, with consultant, to ensure good communication and collaboration on upcoming tasks and to make sure the project remains on time and within budget.
- In addition to the required quarterly reports submitted to Caltrans, Fresno COG staff will also maintain regular contact with Caltrans local district staff to ensure maximum communication and efficiency of project deliverables are maintained.
- Responsible Party: Fresno COG (applicant) / Consultant

Task 1.5: Identify Existing Conditions & Review Existing Plans

- Review all the general plans including general plan updates in the Fresno county, short range transit plans, City of Fresno’s Bus Rapid Transit (BRT) Master Plan, the Fresno County Public Infrastructure Study (PTIS), Fresno Clovis Metropolitan Area Public Transit Strategic Service Evaluation, the Fresno County Public Transportation Gap Analysis, Fresno COG’s 2014 Regional Transportation Plan (RTP)/Sustainable Communities Strategies(SCS), the Fresno County and City of Fresno Bicycle Master Plans, additional local agency Bicycle Master Plans, the upcoming Fresno COG Class IV Separated Bikeway (Cycletrack) Feasibility Analysis, the Bicycle Guide for District 6 and Complete Streets Elements.
- Responsible Party: Consultant / Steering Committee

Task 1.6: Vision and Goals

- Work with the Steering Committee and general public, with special attention to those living within disadvantaged communities, to develop an integrated vision and long term goals for integrated and multimodal-centric public transit systems throughout Fresno County.
- Responsible Party: Consultant / Steering Committee

Task	Deliverable
<i>1.1</i>	<i>Meeting Notes</i>
<i>1.2</i>	<i>Committee Roster and Committee Meeting Notes</i>
<i>1.3</i>	<i>Copy of Procurement Procedures and Executed Consultant Contract</i>
<i>1.4</i>	<i>Meeting Notes</i>
<i>1.5</i>	<i>Existing Conditions & Plans Report</i>
<i>1.6</i>	<i>Vision and Goals Statement</i>

2. Public Outreach

Task 2.1: Development of an Outreach Plan

- Establish a document that clearly defines the roles and responsibilities of the Steering Committee, the consultant team and staff. Next, work with Steering Committee members to clearly define how the various groups will all participate in the development of the plan.
- Specific attention will be placed on addressing the needs and concerns of environmental justice communities, and linkages of public transit to multimodal and active transportation networks.
- A draft of the Outreach Plan will be submitted to Caltrans for their review, feedback and approval.
- Responsible Party: Consultant / Steering Committee

Task 2.2: Community Outreach Survey

- Work with Steering Committee members and other interested stakeholders to conduct a public outreach survey to obtain input from the general public on future transit investment, transit needs and usage, improvements to encourage multi-modal linkages, and opinions on future visions for public transit in Fresno County; assuring equal representation amongst metro and rural areas, with a special focus on those living within disadvantaged communities
- Responsible Party: Consultant

Task 2.3: Transit Workshop (Metro area)

- Hold a metro-area workshop to discuss outreach and survey, as well as gather additional input on desirable future transit services; providing input for transit alternative development
- Responsible Party: Consultant

Task 2.4: Transit Workshops (Rural areas)

- Hold two rural-area workshop's (one East of SR99, and one West of SR99) to discuss outreach and survey, as well as gather additional input on desirable future transit services; providing input for transit alternative development
- Responsible Party: Consultant

Task	Deliverable
2.1	<i>Outreach Plan</i>
2.2	<i>Survey Questionnaire and Results</i>
2.3	<i>Presentations, Workshop Summary, Media Deliverables (Photos and Videos) and Meeting Notes</i>

3. Plan Development

Task 3.1: Develop Objectives and Performance Measures

- Working with the Steering Committee and other interested stakeholders, develop objectives for the goals, and establish performance measures to evaluate the transit alternatives based on the established vision, goals and community outreach inputs; performance measures will be based upon State and Federal Planning Goals, Smart Mobility Framework, and Complete Streets measures.
- Responsible Party: Consultant

Task 3.2: Address Bicycle and Pedestrian Integration

- Ensure integration of existing and planned bicycle and pedestrian plans and infrastructure into the regional plan.
- By coordinating the Fresno COG ATP and Sustainable Transit Plan, identification of how the plan will integrate the needs of bicycle and pedestrian movements onto and between transit lines will be made.
- Responsible Party: Consultant

Task 3.3: Develop Alternatives

- Utilizing the public inputs collected during Task 2 activities, and the established goals and objectives in Task 3.1, develop transit alternatives for the 2050 transit system in Fresno County, ensuring the incorporation of all current study/plan results and the adopted short-term transit strategies and projects, and that transit alternatives evaluated are consistent with service provider plans, local agency General Plans; and are complimentary to other transportation modes planned in the RTP/SCS, including (but not limited to) items such as bicycle and pedestrian plans, and the future Fresno HSR station, etc.
- Responsible Party: Consultant

Task 3.4: Alternative Transit Project Analysis

- Perform modeling analysis and compare the performance of the transit alternatives using the performance measures established in Task 3.1
- Identify transit projects for each alternative, and provide capital and operation cost estimation for each alternative at build out
- Responsible Party: Consultant

Task 3.5: Develop Implementation Policies and Strategies

- Develop policy recommendations and implementation strategies that will provide connection between the long-range transit plan and the current implementation and future formulation of Fresno COG’s Sustainable Communities Strategy
- Develop policy recommendations and implementation strategies that the individual transit agencies can utilize to further align future plans and efforts with State and Federal Planning Goals, implementation of Smart Mobility Framework, Complete Streets and CTP 2040
- Responsible Party: Consultant

Task 3.6: Selection of a Preferred Alternative

- Based on the analysis in Task 3.3, the Steering Committee makes a recommendation on a preferred transit alternative. The preferred transit alternative is presented to Fresno COG’s Transportation Technical Committee and Policy Advisory Committee for approval and Policy Board for final adoption.
- Development of a Project Improvements Implementation Matrix, including a list of projects, timing/phasing, cost estimates, and potential funding sources.
- Responsible Party: Consultant / Steering Committee

Task 3.7: Draft Long-Range Transit Plan

- Utilizing all the aforementioned materials and inputs, prepare a Draft Long-Range Transit Plan incorporating the selected preferred alternative, for review and acceptance/endorsement by the Steering Committee.
- Submit the Draft Plan Report for Caltrans’ review and acceptance/endorsement.
- Responsible Party: Consultant

Task 3.8: Final Plan Acceptance

- Following review and acceptance/endorsement of the Draft Plan by the Steering Committee and Caltrans, presentations will be made to the formal governing bodies of FAX, FCRTA, Clovis Stageline Transit, and others (where needed/requested) to present the Final Long-Range Transit Plan for the Fresno County region for their individual acceptance/endorsement.
- Submit the Final Plan Report for Caltrans’ review and acceptance/endorsement.
- Responsible Party: Consultant / Fresno COG (applicant)

Task 3.9: Implementation / Next Steps

- Work with local agency/transit provider staff to place identified projects into the RTP/SCS, and individual plans, where appropriate
- Responsible Party: Consultant / Fresno COG (applicant)

Task	Deliverable
3.1	<i>Objectives and Performance Measures</i>
3.2	<i>Coordination of Fresno COG’s ATP and Sustainable</i>

	<i>Transit Plan</i>
3.3	<i>Transit Alternatives Report</i>
3.4	<i>Modeling Analysis and Cost Estimation for each Transit Alternative</i>
3.5	<i>Implementation Policy and Strategy recommendations</i>
3.6	<i>Presentations, Meeting Summaries, Photos and Meeting Notes</i>
3.7	<i>Draft Long-Range Transit Plan</i>
3.8	<i>Acceptance/endorsement by Caltrans and the Governing Boards of each of the 3 Major Transit Operators (and others, where necessary/requested)</i>
3.9	<i>RTP/SCS and Individual Plan Transit Project List's</i>

4. Fiscal Management

Task 4.1: Invoicing

- Submit complete invoice packages to Caltrans District staff based on milestone completion—at least quarterly, but no more frequently than monthly.
- Responsible Party: Fresno COG (applicant)

Task 4.2: Quarterly Reports

- Submit quarterly reports to Caltrans District staff providing a summary and percent completion of project tasks/subtasks and grant/local match expenditures.
- Responsible Party: Fresno COG (applicant)

Task	Deliverable
4.1	<i>Invoice Packages</i>
4.2	<i>Quarterly Reports</i>