

**I. SCOPE OF WORK****Task No. 1: Project Planning and Coordination**

1. Bi-weekly project coordination meetings will be held between the project manager and the consultant by teleconference as arranged by the consultant.
2. Advisory Group meetings. The consultant, in close coordination with Fresno COG, the City and Metro, will convene an advisory group to help guide the project. Participants will include City of Fresno Planning and Engineering staff, Metro Ministry staff, local business owners, neighborhood leaders, Caltrans representatives, and Fresno COG staff. The Advisory Group should meet at least three times. Once for a kick-off meeting, again about half-way through the project, and again close to the end of the project.

**Task No. 2: Document Conditions**

An existing conditions report will serve as the basis for proposed development and circulation improvement. The selected Consultant will work with the City of Fresno, project partners and other sources to compile and organize available information on existing conditions for the project area such as, traffic volumes, crash data, state route planning, construction plans, aerial and base maps, demographic information, existing development standards and regulations, relevant policy documents, roadway network and circulation, and crime statistics. The Consultant and partners will conduct a joint site visit to meet with the advisory group and document conditions in the field. The Consultant will then prepare a base map series for design concepts and analysis work that can be easily understood by the public for use at meetings and outreach events.

**Deliverables:** Existing conditions report and base maps.

**Task No. 3: Traffic Impact Study**

The Traffic Impact Study shall be prepared using the procedures and guidelines as outlined in the 2009 City of Fresno Traffic Impact Study Report Guidelines.

**Study Locations**

1. Shaw Avenue at Maroa Avenue
2. Shaw Avenue at Glenn Avenue – Possible Signal Addition
3. Shaw Avenue at Blackstone Avenue
4. Shaw Avenue at Effie Street – Possible Signal Addition
5. Shaw Avenue at SR 41 Southbound Ramps
6. Shaw Avenue at SR 41 Northbound Ramps
7. Shaw Avenue at Fresno Street
8. Barstow Avenue at Blackstone Avenue
9. San Jose Avenue at Blackstone Avenue
10. Santa Ana Avenue at Blackstone Avenue – Possible Signal Addition

Operational/delay analysis and queuing analysis for all movements shall be conducted for all study locations. In addition, a merge/diverge analysis shall be included for the SR 41 off-ramp locations.

#### Study Scenarios

1. Existing Conditions
2. Existing Plus Project Conditions
3. Existing Plus Approved Plus Project Conditions
4. Cumulative Plus Project Conditions

Cumulative volumes shall be calculated using the Fresno Council of Governments Traffic Model and the increment method. The Cumulative scenario will represent the build-out of the General Plan.

#### Study Time Periods

1. Weekday AM Peak Hour: 7:00 – 9:00 AM
2. Weekday PM Peak Hour: 4:00 – 6:00 PM
3. Saturday mid-day Peak Hour: 11:30 – 3:00 PM

Traffic counts shall be collected during the weekday AM and PM and Saturday peak hours and include vehicular, pedestrian and bicycle counts. Counts shall be collected during a non-holiday week when schools are in session. The peak hour factor to be used in the Existing scenarios shall be calculated using the AM, PM and Saturday peak hour traffic counts.

#### Trip Generation and Distribution

Trip Generation shall be prepared using the most recent edition of the Institute of Transportation Engineers Trip Generation Manual. Proposed pass-by and capture rates need to be reviewed and approved by the City Traffic Engineer prior to use in the study. Trip distribution should be based on the Fresno Council of Governments Traffic Model, existing travel patterns and locations of complimentary land uses.

#### **Deliverables:**

1. PDF and electronic copy of the Traffic Impact Study, including appendices and figures.
2. Synchro files
3. Sim Traffic runs for all scenarios

#### **Task No. 4: Community Design Event**

The selected consultant will partner with Fresno Metro Ministry to hold a community design event in the project area that will engage residents and stakeholders in a public process to assess and document conditions for all travel modes (walking, running, bicycling, transit, and driving), and users (youth, seniors, people with disabilities,

residents, diverse groups, visitors, and businesses), identify shared values and concerns, and identify and prioritize enhancements to the Blackstone/Shaw Activity Center.

The selected consultant will at a minimum:

1. Prepare large (3' x 4') base maps for use at the design event.
2. Prepare a presentation about the project with conceptual urban design drawings and graphics – Before & After ideas for various sections of the project area.
3. Provide logistical support and assistance to Fresno Metro Ministry.

**Deliverables:** Workshop presentation, community design idea summary, photos, and notes.

### **Task No. 5: Draft Report**

After the community design event and public engagement process has concluded, the Consultant will prepare a comprehensive administrative draft report. The report will include recommendations to make streets in the project area more complete and incorporate this project's objectives. The report will also contain a record of the community design event, proposed timing and prioritization for implementation of the recommendations, cost estimates, and potential funding sources. The draft report must contain the following:

1. Detail relevant and attainable implementation strategies for the Blackstone/Shaw Activity Center.
2. A matrix that includes a list of improvement projects, phasing/timing, cost estimates, and potential funding sources. The matrix will also provide locally feasible financing strategies for recommended right-of-way improvements and improvements to adjacent frontage.
3. All feasible mechanisms and tools available to finance the recommended improvements will be identified, assessed, and presented within the comprehensive report.
4. Conceptual designs and recommendations shown in plan-view, cross sections, perspective sketches, and/or photo simulations for improved road safety and operations.
5. Provide detailed focal points for pedestrian, bicycle, and transit, parking, and traffic calming improvements within the Activity Center.
6. Retain record of the design event, and incorporate ideas generated from the event.
7. Provide cost estimates for proposed design improvements, and potential funding sources and strategies the City of Fresno, Fresno COG, and partnering organizations can use.

**Deliverable:** Administrative draft report

### **Task No. 6: Revised Final Administrative Draft**

The Consultant will make revisions to the document based on comments and feedback.

**Deliverable:** Revised final administrative draft.

**Task No. 7: Fresno COG Policy Board Approval/Acceptance**

The Consultant will present the final plan to the Fresno COG Policy Board for approval/acceptance.

**Deliverable:** Presentation of the Final Plan to the Fresno COG Policy Board.

**Task No. 8: City Council Approval/Acceptance**

The Consultant will present the final plan to the City of Fresno Planning Commission and Fresno City Council for approval/acceptance.

**Deliverable:** Presentation of the Final Plan to the Planning Commission and City Council.

**Task No. 9: Plan Submission**

The Consultant will deliver one electronic copy and six bound hard copies of the final plan to the City of Fresno and one electronic copy and two bound hard copies to Fresno COG.

**Deliverable:** Final plan (digital and bound copies) delivered.