

# SCOPE OF WORK

Project Information	
Grant Category	Sustainable Communities
Grant Fiscal Year	2023-2024
Project Title	Mobility Hub Study
Organization (Legal name)	Fresno Council of Governments

## Disclaimer

Agency commits to the Scope of Work below. Any changes will need to be approved by Caltrans prior to initiating any Scope of Work change or amendment.

## Introduction

The Fresno Council of Governments, along with the selected consultant team, will develop a Mobility Hub Plan that identifies the potential siting of mobility hubs, along with the criteria for successful projects. The improvement projects identified in the Mobility Hub Study will inform the project submittal process for the 2026 Regional Transportation Plan Sustainable Communities Strategy (RTP/SCS), and local governments can start pursuing funding to conduct individual Mobility Hub project assessment that will lead to implementation of the projects.

### Project Area Demographics

The project area will cover the entire Fresno County, which is home to over a million residents. Fresno region is culturally diverse, with 53.6% of population identifying as Hispanic or Latino, 27% white, 10.9% Asian and 4.4% Black or African American. According to CalEnviroScreen 4.0, 110 out of the total 199 census tracts in Fresno County are at or above 75 percentile, which covers 55.3% of the total population in Fresno region. Based on the California Healthy Places Index (HPI), 50.3% of Fresno County residents live in census tracts which have HPI score at or below 25 percentile (poor health conditions). In 2021, the median household income in Fresno County was \$63,656, which is 25% lower than the California state average. The poverty rate in Fresno County was 19.5%, which is significantly higher than the state rate of 12.3%. 58.4% of Fresno County population lives in low-income communities defined by AB 1550. According to the 2021 ACS, 28.4% of Fresno County population live in the rural communities. There are three Native American Tribes in Fresno County with a total population of 199.

The disadvantaged and low-income communities are especially prone to the transportation issues as they have less resources to mitigate the lack of transportation. The low-income and disadvantaged population are largely transit dependent. This project will actively engage the disadvantaged and underserved communities through public outreach as well as representation of such communities on the Steering Committee by community organizations.

## Project Stakeholders

Fresno COG, with the assistance of a consultant team, will be responsible for this project. The stakeholders in the Steering Committee include the three transit agencies in the region, community groups, tribal representatives, business representatives and the general public.

The consultant team will be responsible for Task 1-8.

## Overall Project Objectives

- Identify feasible locations in Fresno County for Mobility Hubs
- Develop methodology for prioritization of mobility hub locations
- Develop criteria for mobility hub features and amenities
- Provide a robust public outreach program with an emphasis on underserved and disadvantaged populations in Fresno County

## Summary of Project Tasks

[Project Management activities must be identified within the task they are occur and not as standalone tasks.]

### Task 01: Project Administration

#### Project Oversight

- Oversee the project process, grant administration, deliverables, coordination with the consultant, the Working Group, and Caltrans.

#### Kick-off Meeting with Caltrans

- Fresno COG will hold a kick-off meeting with Caltrans staff to discuss grant procedures and project expectations including invoicing, reporting, and all other project information.

#### Requests for Reimbursement

- Submit Requests for Reimbursement to Caltrans no more frequently than monthly but at a minimum quarterly.

#### Quarterly Report

- Prepare Quarterly progress reports for Caltrans.

Task Deliverables
Kick-off meeting with Caltrans - Meeting Notes
Quarterly invoices
Progress reports

### Task 02: Consultant Procurement

#### Develop a Request for Proposal for Consultant Services

- Develop and issue a Request for Proposal for consultant services.

#### Consultant Selection & Contract Execution

- Review consultant proposals and work with a scoring committee to recommend preferred consultant. Develop and execute contract with the preferred consultant.

Task Deliverables
Request for Proposal, including any amendments
Consultant proposal
Contract between consultant and grantee, including any amendments
Meeting notes from project kick-off with consultant

## Task 1: Existing Conditions

- Review existing conditions as well as all current plans including, not limited to:
  - Fresno Clovis Metropolitan Area Short Range Transit Plan
  - FCRTA Rural Short-Range Transit Plan
  - Fresno COG's 2022 Regional Transportation Plan and Sustainable Communities Strategy
  - Fresno County Active Transportation Plan
  - All relevant General Plans in Fresno County
  - California Transportation Plan 2050
  - State Plans
  - HSR Station Area Plan
  - Fresno COG Long Range Transit Plan
  - Annual Productivity Evaluation
  - Other relevant Fresno County Studies

Task Deliverables
Existing Conditions Report

## Task 2: Analysis

- Develop the methodology for mobility hub site identification.
- Establish criteria for mobility hub selection prioritization and features; including but not limited to:
  - Existing and planned transit connections
  - Multimodal hub integration to existing transit stations
  - Identify current/anticipated ridership demand in the communities being considered
  - Impact on transit ridership/service demands
  - Major trip generators
  - Areas of mobility need
  - Property/ROW availability
  - Order of magnitude cost
  - Social Equity
  - Identify existing best practices
  - Identify charging infrastructure needs for electric bikes/scooters/carshare needs to at hubs and key destinations
- Prepare recommended implementation guidelines
  - Review of multimodal implementation throughout the State

Task Deliverables
Summary of Analysis Criteria list for mobility hubs (rural and urban) Recommended Implementation Policies

### Task 3: Public Outreach

- Identify a Steering Committee. The Steering Committee will include the Fresno COG, Fresno Area Express, Clovis Transit, Fresno County Rural Transit Agency, Fresno Economic Opportunities Commission, Caltrans, SSTAC representative, community organizations and interested public members.
- Develop a public outreach plan. The consultant will develop a public outreach plan that outlines format of the outreach activities and identifies specific outreach activities. Such outreach activities should include but not limited to a project website, virtual or/and in-person workshops, pop-up events, community surveys, and online interactive tools, etc. The Outreach Plan will specify how to reach out to the disadvantaged/ underserved communities and Tribal Governments. The Steering Committee will provide input for the outreach plan before it is finalized. All outreach material to be provided in multiple languages as identified by the steering committee.

Task Deliverables
Outreach Summary

### Task 4: Select Four Project Sites

- Identify two locations for rural mobility hubs based on selected criteria
- Identify two locations for urban mobility hubs based on selected criteria

Task Deliverables
Rural site selections (2) Urban site selections (2)

### Task 5: Develop Planning Level Cost Estimates for Selected Sites

- Develop planning level cost estimate for each identified site
- Provide up to 30% design or conceptual drawings (architectural/engineering) for each identified site

Task Deliverables
Cost estimates 30% design or conceptual designs

### **Task 6: Draft and Final Plan**

- Develop the draft plan that includes recommendations for next steps and receive input from the working group.
- Publish the draft plan for 30-day public review.
- Receive public input.

<b>Task Deliverables</b>
Draft Plan Public Review – list of comments Final Plan that includes a summary of next steps towards implementation Preparation for submittal to Caltrans in an ADA accessible electronic copy

### **Task 7: Presentation and Board Review Acceptance**

- Present the draft final plan to the Transportation Technical Committee, the Policy Advisory Committee and the Policy Board for acceptance.
- Incorporate comments from the committees into the final report.

<b>Task Deliverables</b>
Presentation materials Meeting minutes with board acceptance/approval