

TASKS AND DELIVERABLES

1. Study Management and Administration and Outreach Plan	
a. Consultant Contracts and Task Orders i. Retain community based organization as outreach consultant ii. Define Consultant Tasks List	Nov. 2014 – Dec. 2014
b. Project Management	Nov. 2014 – Mar. 2017
c. Refined Work Plan and Schedule i. Internally vet scope and schedule	Nov. 2014 – Dec. 2014
d. Outreach Plan and Mailing Lists (CBO) i. Community demographics assessment ii. Assessment of best fit outreach methods and tools for community	Dec. 2014 – Feb. 2015
e. Define and Map Study Area i. Confirm MTC approval of revised study area	Nov. 2014 – Jan. 2015
2. Existing Conditions Documentation	
a. Community Activities Summary i. Review previous community outreach	Jan. 2015 – Feb. 2015
b. Existing Conditions Data and Summary i. Data Collection (crash data, traffic volume, speed data assessment) ii. Existing Multimodal Network Assessment (Inventory of existing infrastructure by mode) iii. Planned Multimodal Network Assessment (Inventory of planned project by mode)	Jan. 2015 – Jun. 2015
c. Community Meeting One and Summary (CBO) i. Develop "Transportation Goals and Priorities Exercise" ii. Create "Transportation Goals and Priorities Exercise" outreach materials iii. Community Meeting One iv. Analyze community input to establish transportation priorities and goals v. Community Outreach Meeting One Summary	Feb. 2015 – Jun. 2015
d. Develop Framework Criteria based on community goals and priorities	Apr. 2015 – Jun. 2015
3. Transportation Improvements Concepts	
a. Develop Transportation Improvement Opportunities i. Identify transportation improvements that align with community goals and priorities	Apr. 2015 – Jun. 2015
b. Community Meeting Two and Summary (CBO) i. Develop "Transportation Improvement Opportunities and Locations Exercise" ii. Create "Transportation Goals and Priorities Exercise" outreach materials iii. Community Meeting Two iv. Analyze Community input to establish transportation improvement opportunities and locations v. Community Outreach Meeting Two Summary	May 2015 – Oct. 2015
c. Maps and Graphics Supporting Transportation Improvement Opportunities	Aug. 2015 – Oct. 2015
4. Transportation Improvements Concepts Evaluation	
a. Develop Transportation Improvement Concept Designs i. Consolidate community identified opportunities to develop 2-3 conceptual designs	Aug. 2015 – Oct. 2015
b. Community Meeting Three and Summary i. Develop "Conceptual Design Evaluation Exercise" iii. Conduct Community Meeting Three iv. Analyze Community input to establish Conceptual Design v. Community Outreach Meeting Three Summary	Sep. 2015 – Feb. 2016
5. Conceptual Engineering	
a. Conceptual Plan i. Develop Conceptual Design ii. Review Conceptual Design internally iii. Revise Conceptual Design to develop Final Conceptual Design	Jan. 2016 – Sep. 2016
b. 3-5% Design Conceptual Engineering Drawings i. Collaborate with Engineers to develop 3-5% Drawings for Final Conceptual Design	Mar. 2016 – Sep. 2016
6. Funding and Implementation Plan	
a. Implementation Plan i. Assessment Final Conceptual Design to determine Three Phases of Implementation ii. Coordinate Implementation with Planned CIP projects	Apr. 2016 – Sep. 2016
b. Funding Plan i. Calculate Implementation and Construction costs ii. Identify potential funding sources for each phase of Implementation	May 2016 – Nov. 2016
7. Final Report	
a. Initial Draft of Community Based Transportation Plan	Jul. 2016 – Nov. 2016
b. Draft Report Finalized	Sep. 2016 – Nov. 2016
c. Community Review	Nov. 2016 – Dec. 2016
d. Internal MTA Review and Approval	Oct. 2016 – Dec. 2016
e. TA Review and Approval	Dec. 2016 – Feb. 2017
f. MTC Review and Approval	Jan. 2017 – Mar. 2017