

## MOBILITY FORWARD: ADVANCING TRANSPORTATION PRIORITIES – SCOPE OF WORK

### INTRODUCTION

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) receives a direct allocation for several sources of funding that the MPO has complete discretion over. As the Durham, NC urban area continues to grow at a rapid pace, it is essential that processes and tools keep up with transportation demand and ensure the advancement of high-quality, high impact projects in our community. The DCHC MPO's Federal Funding Policy, first adopted in 2019 and updated in 2023, outlines the procedures for an annual call for projects that will be managed locally in partnership with the North Carolina Department of Transportation (the Department). The DCHC MPO is seeking a consultant team to prepare a Mobility Forward—Mobility Forward: Advancing Transportation Priorities—for the DCHC MPO planning area (City of Durham, Durham County, portions of Orange County, Town of Chapel Hill, Town of Carrboro, Town of Hillsborough, and Northeast Chatham County), where the consultant team will help identify, affirm, and implement local project delivery strategies and action items, including creative and collaborative solutions to our federal funding policy and our most pressing local project delivery challenges. A desired outcome of this initiative is project benchmarking, web dashboards, and improved project sponsor update opportunities.

### PROJECT OVERVIEW

The DCHC MPO *Mobility Forward* initiative will develop strategies to improve project delivery in the MPO area. This initiative is intended to assist our MPO, in partnership with our local jurisdictions and the North Carolina Department of Transportation (the Department), with obligating and delivering projects in our MPO area. *Mobility Forward* aims to conduct a comprehensive and stakeholder-driven process to ensure that our federal funds are allocated to feasible transportation projects that match community goals and are delivery-ready. This will include an intensive stakeholder analysis process to identify barriers and priorities; a Prioritization Analysis that examines our current process, criteria, scoring mechanisms, and more; the procurement of a new digital submission form tool that reduces burdensome tasks and provides robust analysis of project submissions; and engagement with the broader community, including local governments, transportation system users, partner agencies, community-based organizations, parallel climate and resilience planning efforts, and state entities.

## 1 PROJECT MANAGEMENT AND COORDINATION

### 1.1 *Project Management*

**1.1.1** Project management will include work necessary for communication and completion of the project tasks on time and within budget. The Consultant's Project Manager or their primary duties will not be reassigned without the written consent of the DCHC MPO Project Manager. The Consultant's staff will have the training and expertise necessary for the work tasks to which they are assigned.

**1.1.2** The Consultant will provide invoices in the standard format provided by the DCHC MPO Project Manager. Invoices will be accompanied by a cover letter explaining the general status of the project, including at a minimum the work completed to date; the

anticipated remaining efforts and required schedule changes; progress report form; supporting data for direct expenses; and an updated project status report and project schedule reflecting Scope of Work activities identified by the DCHC MPO Representative.

**1.1.3** Invoices shall be in the same format and include the same information as specified in the example invoice. The associated certified payrolls and/or timecards shall be included with each invoice. In addition, a copy of the current project schedule must be submitted with each invoice.

**1.1.4** On a bi-weekly basis, or a timeframe approved by the DCHC MPO Project Manager, the Consultant's Project Manager will update the DCHC MPO Project Manager with regards to the status of the project schedule, budget, and general status/progress. This task is in addition to Progress Meetings and may be performed in a phone, email, or mailed correspondence as approved by the DCHC MPO Project Manager.

**1.1.5** The Consultant shall coordinate with the Central Pines Regional Council for invoicing and contract administration. DCHC MPO is responsible for reviewing project submittals, schedules, and reports.

**Deliverables:**

- Monthly Invoices and Progress Reports
- Bi-weekly Touchpoint/Connection with DCHC MPO Project Manager

**1.2 Kickoff Meeting and Progress Meetings**

**1.2.1** Consultant shall prepare an agenda and schedule and attend a kickoff meeting with the DCHC MPO as required within ten (10) calendar days of the issuance of the Notice-to-Proceed (NTP). This meeting will be held to review the scope of work, discuss data and information provided by the DCHC MPO, review the project schedule, introduce key personnel, establish lines of communications and clarify the DCHC MPO and other government agency requirements for the Project, and identify any missing data and information necessary to proceed with the Project. Within ten (10) business days following the kickoff meeting, the Consultant will prepare and distribute draft meeting minutes to the DCHC MPO Project Manager and meeting attendees (an email to the DCHC MPO Project Manager and meeting attendees of the draft minutes is acceptable). The Consultant shall prepare and distribute final meeting minutes after the draft meeting minutes are approved by the DCHC MPO Project Manager.

**Deliverables:**

- Project Kickoff Meeting Agenda and copies for distribution at Kickoff Meeting
- Project Kickoff Meeting Minutes

**1.2.2** Consultant shall attend twelve (12) progress/coordination meetings (which includes the kickoff meeting) to be held with the DCHC MPO and other relevant agencies (including a representative from each City, Town, and Unincorporated County). Progress meetings shall be conducted on a monthly basis, or a timeframe approved by the DCHC MPO's

Project Manager, at the DCHC MPO's offices or virtually through applications such as Microsoft Teams, and will be attended by the Consultant's Project Manager, Project Engineer/Planner, and other key personnel as determined to be necessary. Consultant shall prepare an agenda for each of the progress meetings, and within ten (10) business days following the progress/coordination meeting, Consultant shall prepare and distribute draft meeting minutes to the DCHC MPO's Project Manager and meeting attendees (an email to the DCHC MPO's Project Manager and meeting attendees of the draft minutes is acceptable). The Consultant shall prepare and distribute final meeting minutes after the draft meeting minutes are approved by the DCHC MPO's Project Manager and after receipt of comments from all meeting attendees.

**Deliverables:**

- Progress Meeting Agenda and copies for distribution at Progress Meetings
- Progress Meeting Minutes

**1.3 Coordination with Project Technical Advisory Committee (TAC)**

**1.3.1** The purpose of the TAC is to facilitate dialogue with agency staff that has specific technical or historical knowledge pertinent to the development of *Mobility Forward*. The goal of the TAC is to provide a venue for specific feedback on the project's scope and results. DCHC MPO will inform members of the TAC that if they are implementing agencies, their engagement could lead to project and implementation funding. The Consultant will establish a project TAC that potentially includes representatives from:

- DCHC MPO
  - Board Members
  - Staff Members
- Central Pines Regional Council
  - Board Members
  - Community and Economic Development
  - Mobility and Transportation – Including Safe Routes to School
- Consultant Team
  - Project Manager
  - Project Engineer/Planner
- City of Durham
  - Mayor's Office
  - City Council Ward Offices
  - City Manager's Office
  - Department of Transportation
  - Department of Public Works
  - Department of Community Development
  - Department of Neighborhood Improvement Services
  - Department of Parks and Recreation
  - Public Information Officer
- Town of Chapel Hill

- Mayor’s Office
- Town Manager’s Office
- Department of Public Works – Traffic Engineering
- Department of Planning
- Department of Transit
- Department of Building and Development Services
- Department of Communications and Public Affairs
- Public Information Officer
- Town of Carrboro
  - Mayor’s Office
  - Town Manager’s Office
  - Planning, Zoning and Inspections Department
  - Department of Public Works
  - Department of Communication and Engagement
- Town of Hillsborough
  - Mayor’s Office
  - Public Works
  - Planning and Economic Development
  - Public Space and Sustainability Division
- North Carolina Department of Transportation (NCDOT)
  - Division Representatives – Divisions 5, 7, 8
  - Integrated Mobility Division
  - Safe Routes to School
  - Public Information Officer
  - Operations and Planning
- Durham County
  - County Manager
  - Engineering and Environmental Services – Transportation
  - City/County Planning
  - Public Information Officer
- Orange County
  - County Manager’s Office
  - Transportation Services
  - Office of Equity and Inclusion
  - Community Relations
  - Public Information Officer
- Chatham County
  - County Manager’s Office
  - Planning
- Research Triangle Park
- Go Triangle Transit
- Go Durham Transit
- Orange County Transit
- Federal Highway Administration (FHWA)

The TAC will review the *Mobility Forward* analysis results, provide input on proposed improvements, and meet as needed during the study period.

DCHC MPO will select and reserve TAC meeting locations, as well as inform TAC members of upcoming TAC meetings. The Consultant will provide TAC meeting agendas, presentations, facilitation, relevant meeting printouts, and draft and final meeting minutes (with TAC comments).

It is anticipated the TAC will have bi-monthly meetings, including a kickoff meeting at the onset of the project, for a total of six (6) TAC meetings.

**Deliverables:**

- TAC Meeting Materials and Facilitation
- TAC Meeting Minutes within two (2) weeks of each TAC Meeting

#### **1.4 Public Information and Neighborhood Meetings**

Public input is important to the *Mobility Forward* Initiative. In addition to the focused input obtained from the TAC, public meetings are critical to ensuring public input and understanding. It is assumed two (2) large virtual public meetings for the DCHC MPO jurisdiction will be held throughout the project timeframe, with the option of transitioning to in-person public meetings. The Consultant will provide a PowerPoint or ArcGIS StoryMap for the public meetings, and meeting summaries for each public meeting.

In addition to the public meetings, in-person neighborhood meetings will be held by each respective jurisdiction (City, Town, Unincorporated County), where each jurisdiction will need to conduct and support the meetings at the neighborhood-level with residents, business/property owners, and community groups. Each jurisdiction is expected to be heavily involved in community outreach and the DCHC MPO will partner with agencies to ensure each community has input in the *Mobility Forward* effort. Each respective jurisdiction will provide meeting summaries to the DCHC MPO and Consultant addressing the neighborhood concerns. If requested, the DCHC MPO and Consultant will have a “Virtual Meeting in a Box” prepared for others to host.

All meetings (public and neighborhood) will be coordinated with DCHC MPO staff, where the DCHC MPO will perform public noticing, direct mail notices, audio/visual needs, obtaining a court reporter, and obtaining a translator.

**Deliverables:**

- PowerPoint or ArcGIS StoryMap Presentation
- Virtual Meeting in a Box
- Public Meeting Summaries

#### **1.5 DCHC MPO Mobility Forward Webpage Updates**

The DCHC MPO will draft and maintain the *Mobility Forward* project webpage and the Consultant will provide project information such as project description, photographs, maps, charts, comment forms, relevant news, and public presentations. The Consultant will not draft and/or maintain the project webpage but will supply information for the webpage based off project milestones. The DCHC MPO project webpage will be a living webpage that will evolve over time.

**Deliverables:**

- Project description, photographs, maps, charts, comment forms, relevant news, and public presentations will be supplied after project milestones

**1.6 Public Surveys**

The Consultant will develop up to two (2) online surveys, which will be distributed to public meeting attendees, neighborhood meeting attendees, and placed on the *Mobility Forward* project webpage for residents to comment on. The public comment period will be determined by the DCHC MPO.

The public survey will be sent to specific geofenced areas, such as locations with a higher proportion of underrepresented communities. The public survey will be translated into languages selected by the DCHC MPO and have the ability to be printed and filled out offline. The DCHC MPO will be in charge of translations of the public survey from English to other languages.

**Deliverables:**

- Online Surveys

**1.7 Local Agency Technical Committee and Board Updates**

The DCHC MPO will make presentations to technical committees and boards necessary to finalize the *Mobility Forward*. The Consultant will develop a PowerPoint or ArcGIS StoryMap presentation for use at technical committee and board meetings and will support the presentations at the beginning and end of the *Mobility Forward*. The Consultant will attend up to six (6) technical committee and board meetings and will address and document all questions, concerns, and input from the committees.

**Deliverables:**

- PowerPoint or ArcGIS StoryMap Presentation and Collateral Materials
- Attendance in up to six (6) meetings

**2 EXISTING CONDITIONS ANALYSIS**

**2.1 Review Policies, Plans, and Studies**

The consultant will assemble and create a summary of applicable case studies and policies that pertain to *Mobility Forward*, which include City, County, Department and DCHC MPO

Policies and Capital Improvement Plans, as well as recent MPO Transportation Improvement Plans and State Transportation Improvement Plans.

**Deliverables:**

- Summary of case studies, plans and policies.

## **2.2 Trends Evaluation**

The MPO will provide the Consultant with all recent LAP Update reports to the MPO TC and Board, to evaluate project delivery and prepare a project delivery summary for each City, Town, and Unincorporated County.

**Deliverables:**

- Summary of project delivery statistics and trends for each City, Town, and Unincorporated County
- Section of *Mobility Forward* report focusing on project statistics and trends analysis for each City, Town, and Unincorporated County

## **3 MOBILITY FORWARD COMPONENTS**

### **3.1 DCHC MPO Project Delivery Examples**

The Consultant will work with the DCHC MPO to provide existing examples of successful local project delivery, if available.

**Deliverables:**

- Successful Local Project Delivery examples, if available

### **3.2 Mobility Forward Needs**

The consultant and the DCHC MPO will collaborate with stakeholders to address the following *Mobility Forward* needs:

- Enhance processes and collaboration between the DCHC MPO, member agencies, and the Department
- Develop and promote a culture of improved project delivery
- Support obligation of federal funding on projects in the MPO's Transportation Improvement Program
- Improve and respond to relevant data by being transparent and responsive
- Adopt policies to advance the *Mobility Forward*
- Review other entity's best practices and coordinate with the DCHC MPO to help improve project selection and advance the *Mobility Forward*

The DCHC MPO and each City, Town, and Unincorporated County, with help from the Consultant, will craft strategies and action items to implement within the jurisdiction for



each City, Town, and Unincorporated County. It is anticipated the DCHC MPO and each City, Town, and Unincorporated County will be heavily involved in this step, with the goal of having achievable action items to get early wins and the support of elected officials.

**Deliverables:**

- Collaborative answers regarding how to address *Mobility Forward* needs
- Strategies and accompanying action items for the DCHC MPO and each City, Town, and Unincorporated County

### **3.3 Benchmarks and Implementation Plan**

The Consultant and DCHC MPO will collaborate with stakeholders, including each City, Town, and Unincorporated County, to develop benchmarks and an implementation plan, including entities to be involved, to help improve project delivery and reach a goal of obligating more federal funds. Similar to Task 3.2, it is anticipated the DCHC MPO and each City, Town, and Unincorporated County will be heavily involved in this step.

**Deliverables:**

- *Mobility Forward* benchmarks and implementation plan for action items, including entities to be involved

## **4 REPORT PREPARATION**

### **4.1 Prepare Draft Report**

The Consultant will prepare the draft report that will be the basis for the DCHC MPO's *Mobility Forward* initiative. The report will include all of the relevant information analyzed and recommended during the course of the project and will be a living document that will evolve over time. Prior to submittal, the draft report will undergo a quality assurance/quality control (QA/QC) review by the Consultant.

Following the completion of the Draft Report, the Consultant will present the report to the DCHC MPO Project Manager and the representative from each City, Town, and Unincorporated County who are assigned to attend the Kickoff and Progress Meetings. After the review by the DCHC MPO Project Manager and the representative from each City, Town, and Unincorporated County, the draft report will be presented to the project TAC members for their review.

**Deliverables:**

- Initial Draft Report including all pertinent documents (electronic) and QA/QC
- Revised Draft Report, based on comments from the DCHC MPO Project Manager and representative from each City, Town, and Unincorporated County, including all pertinent documents (electronic)



## 4.2 ***Final Report Submission***

After all comments received from the DCHC MPO and TAC are duly addressed and incorporated into the report, the Consultant will undergo another QA/QC review and then resubmit the final report to the DCHC MPO Project Manager for final review and approval.

### **Deliverables:**

- Address DCHC MPO and TAC Comments
- Final review and QA/QC
- Final *Mobility Forward* report with all pertinent supporting documents (electronic)

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