

**Beaufort Small Area Plan & Bicycle/Pedestrian
Master Plan**

Project Work Plan

Submitted to
Town of Beaufort

October 2017

This project is sponsored by the following agencies: Town of Beaufort and NCDOT.

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I. Background & Planning Process

Stantec has been retained by the Town of Beaufort to provide professional services in the preparation of the *Beaufort Small Area Plan and the Comprehensive Bicycle and Pedestrian Plan*.

Through subsequent discussions with the Client, this study began as a corridor study with a focus on Cedar Street and Live Oak Street. It has since evolved into more of a small area plan (SAP) with a focus (concept design level of detail) on those two corridors. In addition, the Town of Beaufort was awarded a grant from NCDOT for conducting a Bicycle/Pedestrian Master Plan. These two projects are combined in this scope of service to recognize economies of scale, specifically as it relates to public outreach, meetings and coordination.

Ultimately, the new bridge and US 70 Bypass will have a profound impact on the Town of Beaufort. Through-traffic, visitor traffic routes, and development patterns are most likely going to be altered. This will certainly affect the level of traffic and multimodal needs of Cedar and Live Oak Streets, as well as the network of two lane roads that support the Beaufort community. Both key corridors must function as streets for people and cars.

The study area encompasses approximately one square mile that extends from Cedar Street near Moore Street to the west to the intersection of Cedar Street and Carteret Avenue to the east. The team will investigate generally two blocks to the north and south of Cedar Street. The Live Oak corridor is also within the study area up to the NC 101 intersection, which encompasses the proposed roundabout at the Hwy 70 and Hwy 101 juncture.

The Comprehensive Bicycle and Pedestrian Plan will study the corporate limits of the Beaufort. The Plan will identify areas for improvements for walkers and cyclists in the community. Project recommendations will be developed based on the results of the existing conditions analysis, public input, and the review of the Town's existing plans.

The Project Team will identify high-activity pedestrian and bicycle focus areas, and conduct "Opportunities and Constraints" evaluations to suggest detailed improvements in these areas. From this analysis, the Team will develop a list of projects that include sidewalk construction / maintenance projects, greenway construction projects, greenway maintenance projects, and intersection improvements. This list will also include projects near schools, connectivity projects to link existing sidewalks together, and projects to improve pedestrian and bicycle crossings. Cost estimates and recommended priorities for the projects, based on criteria such as potential pedestrian and/or bicycle use, safety, and proximity to major attractors such as shopping centers, schools, and parks will also be provided. Five priority projects will be considered that have a greater opportunity for implementation in the short-term future. These projects will be highlighted in the final report with displays of the specific project area with the proposed facilities, discussion of current conditions, issues and constraints for implementation and a photo rendering of the proposed facilities/changes.

II. Project Description

For these reasons, the Town of Beaufort is initiating a planning process to guide both land use and transportation decisions moving forward. National initiatives like context sensitive design, complete streets, and catalyst site (land use) planning will be considered during the planning process for this area. Through collaborative community outreach, we plan to blend the catalyst site planning process with healthy mobility choices. This will allow for the creation of a sustainable transportation system and a palette of investment decisions along the corridors. Local and state constituents will work together to address issues of safety, corridor mobility and commuting choices with livable solutions.

The Project Team recognizes the importance of communicating milestones and deliverables throughout the planning process. With this in mind, the following ***Project Work Plan*** describes the team organization, milestones, deliverables, schedule, and communication plan for this planning effort. On a monthly basis, we will prepare a brief progress report that describes project efforts from the previous month, current issues to be resolved, and next months' milestones and activities. The progress reports will be included with a copy of the monthly invoice for your convenience.

III. Project Goal/Objective

Our planning and engineering approach is focused on the creation of a ***flexible planning framework***. Through our Project Team's experience in working with other municipalities, we understand the need to be responsive in our planning process: as the adage goes, "expect the unexpected." Our goal is to ensure that the endorsed recommendations are a result of informed decision-making and a process that allows constituents the opportunity to make changes and justify the outcome. The advantage of a flexible framework is the ability to customize the process to reflect the priorities of the project stakeholders, who must be thoroughly engaged in the planning process to create successful strategies in the final Plan.

The schedule for the planning process is to complete the development of the Small Area Plan and the Bicycle/Pedestrian Master Plan within the 10-month planning timeframe. The project will encompass a comprehensive multimodal strategy (accommodating vehicles, pedestrians, cyclists, and transit users), projected traffic volumes and identification of deficiencies, a Complete Streets plan, Market Analysis, Catalyst Site Analysis, concept designs, and a phased improvement program. A key part of this effort will also include facilitating a multiday charrette open to key stakeholders, neighborhood leaders, and the public.

The Advisory Committee (AC) will be comprised of individuals from Town staff, Carteret County staff, local businesses, and residents. This core team will provide a representation of many of the key stakeholders impacted by and involved with the project. They will serve as not only a project oversight committee, but also as a decision-making entity throughout the life of the project. The AC will provide a venue for sharing information, raising and discussing ideas, increasing participation, identifying other stakeholders, fostering communication, focusing resources, helping to set a direction and priorities, and vetting of plan recommendations.

IV. Project Team

Mike Rutkowski will serve as your Project Manager assuring quality reviews on project deliverables and helping to facilitate public outreach and stakeholder collaboration efforts. Amanda Morrell will serve as your Assistant Project Manager providing the day-to-day contact for the project, and will serve as the front line of communication between the Stantec Team members for the Small Area Plan. In addition, Michelle Peele will serve as your Assistant Project Manager for the Bicycle/Pedestrian Master Plan providing the day-to-day contact for the project. Throughout the duration of this plan, our focus will be on this project, giving the Town of Beaufort quick access to information and providing timely response to questions. The remainder of the project team is listed below:

Stantec:

<u>Project Team Members</u>	<u>Role:</u>
Michael Rutkowski, PE, AICP	Project Manager
Amanda Morrell, PLA, ASLA	Asst. Project Manager (SAP)
Michelle Peele	Asst. Project Manager (Bike/Ped)
Scott Lane, AICP	Multimodal Planning
Mike Lindgren, PE	Roadway Designer
Tucker Jarvis, EIT	Concept Designer
Anthony Isley, EIT	Concept Designer
Caroline Owings, EIT	Concept Designer
Christa Greene, PE	Traffic Engineering
Sam Williams, PE	Traffic Engineering
Jaquasha Colón, ALSA	Urban Designer
Ashley Bonawitz	Urban Designer
Dylan McKnight	Urban Designer
Chandler Hagen	Public Engagement & Support/ GIS
Meredith Noble	Financial Toolkit

V. Project Schedule

The Small Area Plan & Bicycle/Pedestrian Master Plan tasks will include Committee coordination, extensive public outreach, a visioning process, an analysis of modal travel deficiencies, public workshops, project symposium, scenario planning, multi-modal transportation elements, a strategic implementation plan, and agency/stakeholder coordination. The tentative completion of both studies is scheduled for July 2018. Dates within this milestone schedule are subject to change based on data availability, public involvement scheduling, review of deliverables, and stakeholder meetings. Table 1 provides the project milestone schedule.

Table 1. Milestone Schedule

Project Milestone	Tentative Initiation/ Completion Date ¹	Achieved
Notice to Proceed	10/04/2017	10/04/2017
Submit Project Work Plan	10/10/2017	10/10/2017
Submit Data Request Technical Memo	10/10/2017	10/10/2017
Project Initiation (review milestone schedule and data needs)	10/10/2017	10/10/2017
Develop Public Questionnaire	10/20/2017	
Initiate Client Webpage (Client Website)	10/23/2017	
Initiate Interactive Media (WikiMaps)	10/25/2017	

Obtain initial Data from Client	10/27/2017	
Board Briefing	10/30/2017	
AC Kickoff Mtg & Orientation* (review scope, deliverables, communication, schedule, and mapping exercise)	10/30/2017	
Obtain Traffic (AADT) and Crash data	11/10/2017	
Plan and Policy Review	11/14/2017	
Initiate Market Assessment	11/21/2017	
Traveling Roadshow	11/21/2017	
Ripe & Firm Analysis	11/28/2017	
Crash and Operational Analysis	12/08/2017	
Conduct Corridor "Walkabout" – AC Mtg	12/12/2017	
Project Symposium with AC	12/13/2017	
Obtain Speed and Lighting measurements	12/20/2017	
	Tentative Initiation/ Completion Date⁴	Achieved
Project Milestone		
Conduct Multimodal level of service analysis	1/08/2018	
Guiding Principles and MOEs	1/18/2018	
Working Paper No. 1 – Comprehensive Bike and Ped Plan	1/20/2018	
Stakeholder Interviews	1/24/2018	
AC Meeting	1/25/2018	
Evaluate Growth, Development & Demographic Trends	2/06/2018	
Corridor Profile	2/15/2018	
Develop Preferred Access Plan	2/23/2018	
Conduct 3-day Charrette & Open House	2/27/18 - 3/01/2018	
AC Meeting/Pin Up Session	2/28/2018	
Refine Concept Designs and Bike/Ped Network	4/12/2018	
Refine Catalyst Sites	4/26/2018	
Submit <i>Draft</i> Document(s)	5/08/2018	
AC Mtg & Work Session	5/17/2018	
Develop Implementation/Action Plan	5/29/2018	

Revise <i>Draft</i> Document	6/14/2018	
Submit <i>Final</i> Document	7/03/2018	
Board Briefing & Adoption	7/31/2018	

** Up to 5 Advisory Committee (AC) meetings will be scheduled*

^A Tentative completion dates subject to change based on client review and scheduling meetings/work sessions with elected officials. The milestone schedule will be updated and included in monthly progress reports.

VI. Communication Protocol and Contact List

To ensure quality performance and delivery, the Stantec Team will work with the Client to develop a Stakeholder Contact List and quality control of deliverables. In addition, we have included a detailed Communication Plan that will outline coordination protocols and assign task leaders.

With this in mind and considering the scale and duration of this project, there is a need to ensure timely and continuous communication among staff and stakeholders. The intent of a communication plan is to establish a framework for an open communication channel between the Town staff, NCDOT and the Consultant team. The protocol established here identifies the primary points of contact within the Town, NCDOT as well as within the Consultant team. Information in this work plan will be used for the duration of the project to maintain smooth coordination and enhance communication with the public, stakeholders, and the client. The following components of the Communication Plan include:

Monthly Coordination Calls (as necessary):

The Consultant Team leadership (including subconsultants, as needed) will conduct monthly coordination calls with the Town's Project Manager, on an as-needed basis. The purpose of the calls will be to discuss on-going planning activities and upcoming events as well as strategies for public and stakeholder collaboration. To ensure timely deliverables, these calls will be focused on events occurring within the next month.

Deliverables:

It is the intent of the Consultant to send meeting deliverables to the Client PM in draft form at least three business days prior to Advisory Committee/public meetings for review and

final edits. Some events and deliverables may require additional time to ensure a quality review process.

Progress Reporting:

The Consultant will prepare monthly progress reports consisting of a bulleted list describing recent project efforts. These progress reports will be included with a copy of the monthly invoice for ease of reference.

The project team members will use the progress reporting and conference calls to ensure schedule adherence and project deadlines. Understandably, the planning process may encounter externalities that may cause delay in the schedule. If this occurs, the Project Manager will contact the Client directly to establish a procedure for addressing the delay. The Consultant Team will make every effort to adhere to the project timeline. However, to meet and exceed client and stakeholder expectations, a flexible planning process that is responsive to project objectives will be administered.

Project Team Communication:

Direct communication between the Consultant and the Client will occur throughout the planning process via email correspondence, telephone calls, and face-to-face meetings with the Town staff and/or NCDOT. Other project team members will not contact the client or Advisory Committee members directly unless the Consultant PM or Assistant PM is copied on the correspondence.

A detailed contact list for the Advisory Committee will be provided by the Client at the outset of the project to augment the communication protocol. Individual contact lists may be created for other agencies, entities, and public participants. Contact lists will be updated periodically as the need arises. Note, the Client will be responsible for distribution of agendas to the Advisory Committee along with meeting logistics and announcements.

Documentation Quality Review:

In addition to the review by the project leadership, specific project documents will go through a series of quality control reviews by trained technical writing and design staff. Specifically, the final reporting documents associated with this effort will be reviewed by our Marketing Coordinating staff for grammar, sentence flow, and comprehension. A senior design specialist will review the conceptual design products.

VII. Invoicing and Progress Reports

Invoices will be submitted monthly to the Client beginning November 2017. Each invoice will be accompanied by a progress report consisting of a bulleted list summarizing that month's efforts.

Invoices will be addressed to:

John Day
Beaufort Town Manager
Town of Beaufort
701 Front St.
Beaufort, NC 28516

VIII. Project Contacts

Town of Beaufort, Project Manager:

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