

OUTER BANKS TRANSPORTATION IMPLEMENTATION PLAN: SCOPE OF WORK

The Outer Banks Transportation Task Force has requested consultant assistance in developing an implementation plan for public transportation service in the Dare County portion of the Outer Banks. In addition, this service should allow for a direct link between the services planned for Corolla and Ocracoke. This is a study that will develop a plan for regular seasonal service through Dare County's upper portion of the Outer Banks, from Duck to Roanoke Island. It is not a feasibility study.

The following scope of work details the tasks to be accomplished to meet the goals of this project. Where possible we will utilize data and information supplied in the ITRE transportation report, covering all forms of ground transportation. Task 1 will include the Kick-Off meeting with stakeholders. In Task 2 we will review the demographics and land use of the proposed origins and destinations and map the major origins and destinations along the proposed corridor. This task will also include an assessment of the level of services needed. It will be a companion piece to the next task. In Task 3 we will develop 2 – 3 alternative scenarios for service – including different route designs and frequencies of service. Task 4 will include the development of an RFP in order to outsource the service to a private contractor, also allowing for coordination of services with Ocracoke Island and Corolla. Task 5 will be the development of the draft and final plans. We are available for presentations to the community, business and/or community/political leaders as requested.

TASK 1 - PROJECT MANAGEMENT

The project management phase will focus on the initiation and on-going management of the study. The first task will also include a “kick-off” meeting with a study committee to:

- review the issues,
- agree on goals and objectives,
- agree on interviews and/or meetings

- discuss the historical perspective, and
- review data collection needs.

KFH Group will work closely with NCDOT, Dare County, Hyde County Transit and Inter County Public Transportation Authority as well as residents and businesses affected by the service. It is proposed that a public meeting be held to allow residents, business and community leaders as well as other interested parties to discuss their thoughts regarding a transit service. The Task Force will organize this meeting.

TASK 2 – DEMOGRAPHICS, LAND USE AND NEED

We will look at the population demographics to determine where there are likely riders (work, shopping, or to the beach). The major trip generators such as the hotels/motels, restaurants, shops, human service agencies, beaches, and attractions will be reviewed as well to help determine the travel patterns of visitors. In addition to the trip generators we will look at major travel patterns.

We will work closely with the stakeholders to identify the key issues. In addition, we will drive throughout the service area to personally observe all of the areas that may be able to support transit. We will provide narrative descriptions, evaluate, and identify the various land uses in the area.

The information compiled in Task 2 will be presented in **Technical Memorandum No. 1 - Review of Demographic Data and Needs**. This information will allow us to identify the areas of greatest need. This information will be sent to the study committee for their review and comment.

TASK 3 - REVIEW OF SERVICE ALTERNATIVES

In this task, the Study Team will present a variety of service and funding alternatives for consideration by the study committee. The first two tasks of the study will lay the groundwork for the development of the recommended plan. It is in this task that various scenarios are formulated, discussed, and evaluated for potential inclusion in the recommended plan.

At the end of this task, the study committee will be asked to select the most appropriate service and funding alternatives for inclusion in the final plan.

Subtask 3.1 - Service Alternatives

Based on the information learned in Tasks 1 and 2, we will develop a number of service options for implementation. The alternatives will be described, including likely impacts on ridership, revenues and costs, achievement of goals, and advantages and disadvantages. GIS-based maps will be produced for each alternative. These will be presented to the Study Committee for selection. The favored options will then be developed into recommendations for the Final Plan in Task 5. Alternatives are likely to address:

1. Costs, potential funding sources, capital needs, and ridership projections for the alternatives under consideration;
2. Basic service designs, and route corridors for each service proposed, illustrated using our GIS-based maps;
3. The variety of vehicles that can be selected;
4. Potential staffing needs and issues;
5. The ability to outsource the service;
6. Americans with Disabilities Act (ADA) requirements;
7. Level of interest in contracting for service;
8. A summary of the advantages and disadvantages.

Subtask 3.2 - Technical Memorandum No. 2: Service Alternatives

The Study Team will produce a technical memorandum that reviews each of the feasible alternatives for transit. This will be a real world document that only addresses alternatives that have a good chance to succeed. This memorandum will be presented to the study committee so that they can reach a consensus on the plan of action. This document approved by the committee will be used to develop the detailed plan.

TASK 4 – DEVELOPMENT OF A PROCUREMENT INSTRUMENT

This task will include the development of a request for proposals (RFP) to outsource the service. The RFP will be all encompassing and will ensure that all Federal, state and local laws and regulations are adhered to. Dare County will be able to use this document to procure this service. In addition, the document will be designed to add the other counties and contract either by county or as one coordinated entity.

TASK 5 - DEVELOPMENT OF A DRAFT AND FINAL PLAN

Based on the selection of alternatives, the consultant team will develop and submit the draft implementation plan to the study committee. The draft plan will include, but not be limited to:

1. Routes (mapped) and schedules,
2. Major stops,
3. Numbers and types of buses,
4. ADA needs and requirements,
5. Potential ridership by route,
6. Staffing and vehicle needs,
7. Budget and funding sources,
8. Initial performance measures,
9. Marketing ideas and initiatives,

The draft plan will be submitted and presented to the study committee for their final review and comment. After comments are received, a final plan will be developed and sent to the committee.

PROJECT TIME FRAME

The consultants understand the need to complete this project as rapidly as possible and propose a four-month time frame to complete this project. If necessary, the time frame could be

condensed if all parties agree to a rapid turnaround of comments and information. We are flexible in this area.

BUDGET

The proposed budget for this project is \$18,005. This includes four site visits to complete the project. The budget is depicted in Table 1.

Direct Labor				\$6,830
	<u>Staff</u>	Hours	Rate	Cost
	Kenneth Hosen	100	\$54.00	\$5,400
	Samantha Erickson	40	21.00	840
	Linda Ryden	20	29.50	590
	Total	160		
Overhead: 125% of Direct Labor Costs				\$8,538
Travel: 4 trips @\$200				\$800
Other Direct Costs				\$200
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Subtotal				\$16,369
KFH Group Fee (10%)				1,637
TOTAL				\$18,005
