

Exhibit A – Scope of Services

MACLAY BRIDGE CORRIDOR PLANNING STUDY

MISSOULA COUNTY, MONTANA

Prepared For:

MONTANA DEPARTMENT OF TRANSPORTATION

Helena, Montana



Prepared By:

ROBERT PECCIA & ASSOCIATES

825 Custer Avenue

Helena, Montana 59604

(406) 447-5000

www.rpa-hln.com



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INTRODUCTION

The study area is located in western Montana, entirely within Missoula County, and west of the Missoula urban area. The intent of this planning study is to determine the necessity and/or feasibility of replacing, upgrading, or reconstructing the North Avenue bridge (known locally as the Maclay Bridge) west of Missoula. This structure, identified as State Bridge No. L32101000+01001, crosses the Bitterroot River and provides access to public lands and residents located on the west side of the river.

While the existing bridge is a one-lane structure, the approaches on both sides are two-lane, two-way roadways. The existing bridge and its approaches do not conform to American Association of State and Highway Transportation Officials (AASHTO) design standards and is determined to be Functionally Obsolete. Because of the existing bridge's load limit, large fire engines must travel a longer, more indirect route than smaller vehicles in order to access residential areas west of the river.

An existing NEPA document (EA) from the 90's exists, but a FONSI was never completed. The Pre-NEPA study will need to incorporate and update information from the EA.

TASK DESCRIPTIONS

The following scope of services have been developed based on the guidance contained in the *Montana Business Process to Link Planning Studies and NEPA/MEPA Reviews (May 2009)* document. For this corridor planning study, the following major tasks have been identified and are defined throughout this exhibit:

- TASK 1: Interactive Project Evaluation
- TASK 2: Project Management & Accounting
- TASK 3: Community and Stakeholder Involvement Plan
- TASK 4: Develop Existing and Projected Conditions Report
- TASK 5: Identify Needs, Issues, Goals, and Screening Criteria
- TASK 6: Determine Improvement Options Advanced and Not Advanced
- TASK 7: Recommend Improvement Options
- TASK 8: Prepare Corridor Study Report

All tasks include a minor amount of accounting and secretarial assistance to perform administrative functions such as categorizing receipts and assigning project related charges (accounting), and production of interim deliverables, processing project related mail, and general phone duties (secretarial).

RPA's quality assurance/quality control (QA/QC) program requires that study deliverables be reviewed for both content and editorial needs (i.e. grammar, punctuation, writing style). Throughout this scope of services, QA/QC activities are identified for primarily editorial type reviews. Content reviews are completed by RPA's project manager and division manager – depending on the type of deliverable. A copy of RPA's QA/QC manual has been submitted to the MDT Consultant Design Bureau.

TASK 1: Interactive Project Evaluation

This task has been set up for the development of the scope of services, study schedule and fee estimate. This task also incorporates attendance and preparation for the study scoping meeting.

Table 1: Task 1 Sub-Tasks

NUMBER	DESCRIPTION
Sub-task 1.1	Prepare for Scoping Meeting*
Sub-task 1.2	Attend Scoping Meeting*
Sub-task 1.3	Prepare Draft Scoping Meeting Minutes*
Sub-task 1.4	Revise and Submit Scoping Meeting Minutes*
Sub-task 1.5	Prepare Draft Scope of Services*
Sub-task 1.6	Revise Draft Scope of Services
Sub-task 1.7	Prepare Draft Fee Estimate*
Sub-task 1.8	Revise Draft Fee Estimate
Sub-task 1.9	Prepare Draft Schedule*
Sub-task 1.10	Revise Draft Schedule
Sub-task 1.11	Accounting & Secretarial Assistance

* Task already completed

Deliverables:

- Scoping Meeting Minutes (Electronic only)
- Scope of Services (Electronic only)
- Fee Estimate (Electronic only)
- Study Schedule (Electronic only)

TASK 2: Project Management & Accounting

Task 2 has been created for overall project management aspects associated with managing this study, both internal and external. Several sub-tasks are developed for this function.

Included in task 2 is the effort required to develop both a monthly progress report as well as a monthly invoice over the duration of the study. The monthly invoice is prepared by RPA's staff accountant to meet MDT requirements, and reviewed by RPA's project manager prior to distribution. The study will be completed on a twelve-month schedule. General management and coordination duties include the following, and do not logically fall under other tasks/sub-tasks identified for this study:

- Phone conversations and email correspondence with the public and interested citizens;
- Phone conversations and email correspondence with MDT staff;

- Informal meetings with MDT that are not part of the regularly scheduled Planning Team meetings (up to 5 meetings total); and
- Internal project management duties at RPA to monitor scope, schedule and budget.

A study Planning Team will be assembled to guide the study and will meet in Helena every three weeks. This will result in an anticipated total number of eighteen (18) meetings over the twelve-month study. Note that it is expected that most of the Planning Team membership will be comprised of MDT staff. Also, two Missoula County representatives will be invited to participate, as well as a FHWA representative. Conference call participation will be available, set up by MDT, for those individuals located in Missoula that may be unable to attend in Helena at MDT's Planning offices. These meetings are expected to be one to 1.5 hours in duration, and are intended to track progress and address issues and questions. For planning purposes, a total of two hours per meeting has been budgeted to account for 30 minutes of total travel time to and from MDT Planning and 1.5 hour of potential meeting time. The Consultant will develop brief minutes and agendas, and distribute them electronically.

At the conclusion of the study, after all deliverables have been made and the final evaluation meeting has been completed, RPA implements its project closeout and archive process. This process requires the assemblage of all project related materials, summarization of project financials (which includes a detailed comparison of actual man-hours and costs expended compared to budget), and electronic and hard copy archiving of the project.

Table 2: Task 2 Sub-Tasks

NUMBER	DESCRIPTION
Sub-task 2.1	Project Set-Up
Sub-task 2.2	Prepare Progress Reports (12 Total)
Sub-task 2.3	Prepare Monthly Invoices (12 Total)
Sub-task 2.4	General Management & Coordination Duties
Sub-task 2.5	Prepare for Planning Team Meetings (18)
Sub-task 2.6	Conduct/Facilitate Planning Team Meetings (18)
Sub-task 2.7	Prepare Draft Planning Team Meeting Minutes (18)
Sub-task 2.8	QA/QC of Draft Planning Team Meeting Minutes (18)
Sub-task 2.9	Revise and Submit Planning Team Meetings per Study Partners (18)
Sub-task 2.10	Project Closeout and Archive
Sub-task 2.11	Accounting & Secretarial Assistance

Deliverables:

- Monthly Progress Reports – 12 Total (Hard Copies as per MDT Contract)
- Monthly Invoices – 12 Total (Hard Copies as per MDT Contract)
- Planning Team Meeting Minutes – 18 Total (Electronic only)

TASK 3: Community and Stakeholder Information Plan

A Community & Stakeholder Information Plan (CSIP) will be developed under task 3. The CSIP is needed to identify and document the following (at a minimum):

- The number of and milestones for information meetings and resource and other agency consultation sessions
- Other methods to obtain resource and other agency and community involvement, as needed
- Continuous public information efforts
- Community involvement documentation requirements

The Consultant will provide initial content to the MDT to populate the corridor study website. MDT will host the website, as has been standard protocol on corridor studies in the past. The Consultant will provide content for initial start-up and continued updates to the website.

The first public meeting will be held under this task. The meeting will be held at a location convenient to the stakeholders most affected by the study. This location will likely be in Missoula near the Target Range area. The purpose of this meeting is to provide a study “kick-off” for the general public. The meeting will be facilitated by the Consultant’s project manager, as well as one other staff member to assist with the meeting. The Consultant will be responsible for the public meeting arrangements and ensuring they are in a location that is ADA accessible.

The consultant will prepare the press release / advertisement prior to the public meeting, with assistance from the project partners. The MDT will be responsible for placing the press releases/advertisements in the appropriate newspapers and other locations. A study announcement “flyer” will be created by the consultant for distribution to identified stakeholders and officials.

Pursuant to all formal community outreach activities, the Consultant will provide materials to the study partners for review and approval a minimum of twenty-one (21) days in advance of the scheduled outreach activity.

Table 3: Task 3 Sub-Tasks

NUMBER	DESCRIPTION
Sub-task 3.1	Research / Request Available Information from Sources
Sub-task 3.2	Develop Draft Community & Stakeholder Information Plan (CSIP)
Sub-task 3.3	QA/QC of Draft Community & Stakeholder Information Plan (CSIP)
Sub-task 3.4	Revise and Submit Community & Stakeholder Information Plan (CSIP)
Sub-task 3.5	Develop Draft Content for Website Creation
Sub-task 3.6	QA/QC Draft Content for Website Creation
Sub-task 3.7	Revise and Submit Content for Website Creation
Sub-task 3.8	Update/Populate Website over Study Duration
Sub-task 3.9	Develop Draft Meeting #1 Flyer

Sub-task 3.10	QA/QC Draft Meeting #1 Flyer
Sub-task 3.11	Revise and Submit Meeting #1 Flyer
Sub-task 3.12	Develop Draft Press Release / Advertisement #1
Sub-task 3.13	QA/QC Draft Press Release / Advertisement #1
Sub-task 3.14	Revise and Submit Press Release / Advertisement #1
Sub-task 3.15	Prepare for Public Meeting #1
Sub-task 3.16	Conduct / Facilitate Public Meeting #1
Sub-task 3.17	Develop Draft Public Meeting #1 Minutes
Sub-task 3.18	QA/QC Draft Public Meeting #1 Minutes
Sub-task 3.19	Revise and Submit Public Meeting #1 Minutes
Sub-task 3.20	Accounting & Secretarial Assistance

Deliverables:

- Community & Stakeholder Information Plan (CSIP) (Electronic only)
- Corridor Study Website (Content as Required)
- Public Meeting #1 Flyer (50 Copies / Electronic)
- Press Release / Advertisement #1 (Electronic only)
- Public Meeting #1 Minutes (Electronic only)

TASK 4: Existing and Projected Conditions Report

Task 4 will result in the preparation of the Existing and Projected Conditions Report. This report will include the environmental scan, graphics of environmental resource areas (especially if sensitive in nature), analysis of existing and projected conditions, and the development of a draft list and description of corridor transportation concerns.

As part of the initial request for information for the existing conditions analysis, the following information will be provided to the Consultant by the study partners:

- As-built drawings to verify any current geometric deficiencies
- Maclay Bridge Environmental Assessment
- Crash data for the study area
- Right-of-way information
- Geotechnical concerns/issues in the project area
- Documentation on any issues and/or conditions of hydraulic structures
- Latest bridge inspection report
- Pavement condition surveys and/or bridge skid test results
- Corridor traffic volumes
- Corridor design criteria

It will be the Consultant's responsibility to develop the environmental scan and associated section in the Existing and Projected Conditions Report, based on publically available information and other sources. Potential content areas for the environmental scan include the following:

- Water quality
- Cultural resources and tribal concerns
- General vegetation
- Wildlife
- Sensitive species
- Aquatic resources
- Wetlands
- Air quality
- Floodplains
- Historic properties
- 4(f) & 6(f) properties
- Agricultural properties
- Irrigation
- Noise

All graphics needed for the environmental scan will be generated by MDT utilizing existing information, GIS database files, and/or other sources. These graphics will also be produced for public meetings by MDT.

Upon completion of the Existing and Projected Conditions Report, a "List and Description of Corridor Transportation Concerns" will be developed for circulation and review. This list will include noted concerns related to bridge and roadway geometrics (sight distance, clear zone requirements, horizontal alignment, vertical profile, widths, etc.), bridge and roadway capacity issues, safety issues, natural resources issues, and others.

All of the above described information will be supplemented with graphics suitable for inclusion in reports, use at meetings, and posting to the study website.

The second public meeting will be held after the above noted items have been prepared and reviewed by the study partners. The meeting will be held at a location convenient to the stakeholders most affected by the study. This location will likely be in Missoula near the Target Range area. The meeting will be facilitated by the Consultant's project manager, as well as one other staff member to assist with the meeting. The Consultant will be responsible for the public meeting arrangements and ensuring they are in a location that is ADA accessible.

At least one month prior to the second public meeting, a corridor planning study newsletter will be provided that describes general information on the study, the work in progress, results achieved, preliminary concerns identified, and other related topics. This newsletter will be user-friendly, with little

or no engineering jargon. Each newsletter will be saved as a PDF and delivered to the MDT, Missoula County, and select stakeholders for their use in posting to their individual internet sites. Hard copies will also be made available (up to 50 copies).

The Consultant will prepare the press release/advertisement prior to the information meeting, with assistance from the study partners. MDT will be responsible for placing the press releases / advertisements in the appropriate newspapers and other locations.

Pursuant to all formal community outreach activities, the Consultant will provide materials to the study partners for review and approval a minimum of twenty-one (21) days in advance of the scheduled outreach activity.

A resource agency meeting will be held under this task. It is expected that there will be only one resource agency meeting held for the study. The meeting will be facilitated by the Consultant's project manager, with assistance from the study partners as necessary. Upon receiving verbal and written feedback from the resource agencies, the Consultant will work with the MDT to supplement the information contained in the Existing and Projected Conditions Report, the Environmental Scan, the List and Description of Corridor Transportation Concerns, and relevant graphics. Also included will be a list of initial avoidance areas, potential mitigation needs, and opportunities.

Table 4: Task 4 Sub-Tasks

NUMBER	DESCRIPTION
Sub-task 4.1	Request and Analyze Environmental Resource Information
Sub-task 4.2	Request and Analyze Existing Conditions Information
Sub-task 4.3	Conduct On-Site Field Review
Sub-task 4.4	Develop Draft Environmental Scan
Sub-task 4.5	QA/QC Draft Environmental Scan
Sub-task 4.6	Revise and Submit Draft Environmental Scan
Sub-task 4.7	Develop Draft Existing and Projected Conditions Report
Sub-task 4.8	QA/QC Draft Existing and Projected Conditions Report
Sub-task 4.9	Revise and Submit Existing and Projected Conditions Report
Sub-task 4.10	Develop Draft List and Description of Corridor Transportation Concerns
Sub-task 4.11	QA/QC Draft List and Description of Corridor Transportation Concerns
Sub-task 4.12	Revise and Submit List and Description of Corridor Transportation Concerns
Sub-task 4.13	Develop Draft List of Initial Avoidance Areas, Potential Mitigation Needs and Opportunities
Sub-task 4.14	QA/QC Draft List of Initial Avoidance Areas, Potential Mitigation Needs and Opportunities
Sub-task 4.15	Revise and Submit List of Initial Avoidance Areas, Potential Mitigation Needs and Opportunities
Sub-task 4.16	Develop Draft Corridor Planning Study Newsletter #1
Sub-task 4.17	QA/QC Draft Corridor Planning Study Newsletter #1

Sub-task 4.18	Revise and Submit Corridor Planning Study Newsletter #1
Sub-task 4.19	Develop Draft Press Release / Advertisement #2
Sub-task 4.20	QA/QC Draft Press Release / Advertisement #2
Sub-task 4.21	Revise and Submit Press Release / Advertisement #2
Sub-task 4.22	Prepare for Public Meeting #2
Sub-task 4.23	Conduct / Facilitate Public Meeting #2
Sub-task 4.24	Develop Draft Public Meeting #2 Minutes
Sub-task 4.25	QA/QC Draft Public Meeting #2 Minutes
Sub-task 4.26	Revise and Submit Public Meeting #2 Minutes
Sub-task 4.27	Prepare for Resource Agency Meeting
Sub-task 4.28	Conduct / Facilitate Resource Agency Meeting
Sub-task 4.29	Develop Draft Resource Agency Meeting Minutes
Sub-task 4.30	QA/QC Draft Resource Agency Meeting Minutes
Sub-task 4.31	Revise and Submit Resource Agency Meeting Minutes
Sub-task 4.32	Revise and Submit Final Environmental Scan
Sub-task 4.33	Revise and Submit Final Existing and Projected Conditions Report
Sub-task 4.34	Document and Submit Resource and Other Agency Comments
Sub-task 4.35	Accounting and Secretarial Assistance

Deliverables:

- Existing and Projected Conditions Report (Electronic only)
- List / Description of Corridor Transportation Concerns (Electronic only)
- Maps of Known Environmentally Sensitive Areas (by MDT) (Electronic only)
- Summary of Comments/Concerns By Resource Agencies (Electronic only)
- List of Initial Avoidance Areas, Potential Mitigation Needs & Opportunities (Electronic only)
- Project Newsletter #1 (50 copies / Electronic)
- Press Release/Advertisement #2 (Electronic only)
- Public Meeting #2 Minutes (Electronic only)
- Resource Agency Minutes (Electronic only)

TASK 5: Identify Needs, Issues, Goals, and Screening Criteria

The identification of issues, needs and goals is a cumulative process that is initiated at the start of the study. Through the Consultant's research of existing documents, participation of stakeholders, resource agencies, and the general public, and the results of the existing and projected conditions analysis, a draft list of needs, issues and goals will be prepared. These are vetted in the public process, and through this development goals and objectives for the corridor can be founded. Typically, issues, and needs, are founded around the following main subjects:

- Traffic Operations
- Safety
- Trucks
- Parking
- Pedestrian/Bicycle Facilities
- Natural Environment
- Human Environment
- Land Use/Growth
- Aesthetics
- Cost

The primary purpose of developing a list of screening criteria is to identify and advance reasonable design and improvement options for the subject corridor. Screening criteria is not developed until after the corridor needs, issues and goals have been defined. Once the goals are known, specific objectives can be identified. Screening criteria will be utilized to determine whether goals and objectives are met or not met with the various improvement options. A first level of screening criteria will be utilized to measure against identified goals. This first level typically includes the following considerations:

- Capacity and Traffic Operations
- Safety
- Eliminate/Reduce Bridge and Roadway Areas of Concern
- Compatibility with Local Plans and Community Ideals
- Environmental Effects
- Feasibility and Affordability

It is anticipated that the first level of screening will have no more than three iterations before moving on to the second level of screening. After the first level of screening is completed, a second level of detailed screening will be completed for the improvement options selected for further advancement. This second level of screening criteria is customarily based on more quantitative measures, rather than the qualitative measures contained in the first level screening procedure. It is anticipated that the second level of screening will have no more than three iterations.

Table 5: Task 5 Sub-Tasks

NUMBER	DESCRIPTION
Sub-task 5.1	Analyze All Previously Prepared Work to Develop Draft Corridor Needs, Issues and Goals
Sub-task 5.2	Develop Draft List and Description of Corridor Needs, Issues and Goals
Sub-task 5.3	QA/QC of Draft List and Description of Corridor Needs, Issues and Goals
Sub-task 5.4	Revise and Submit List and Description of Corridor Needs, Issues and Goals
Sub-task 5.5	Develop Draft List of Screening Criteria
Sub-task 5.6	QA/QC of Draft List of Screening Criteria
Sub-task 5.7	Revise and Submit List of Screening Criteria

Sub-task 5.8 Accounting & Secretarial Assistance

Deliverables:

- List and Description of Corridor Needs, Issues and Goals (Electronic only)
- List of Screening Criteria (Electronic only)

TASK 6: Determine Improvement Options Advanced and Not Advanced

Based on all the previously described and collected information, key constraints within the study area will be known. These constraints will come via the environmental scan, the public outreach effort, the planning team meetings, and the resource agency meeting. In tandem with the constraints will be development of potential opportunities for improvement options for the corridor.

After the improvement option analysis is completed, one or more improvement options will be put forward for further consideration and to carry over into the recommended improvement options. Alternatives presented in the 1994 EA will be considered as initial improvement options and screened accordingly. Detailed documentation will be made of why improvement options were or were not advanced using the defined screening criteria, and fully capture the potential short-term and long-term improvements associated with the option under consideration.

It is understood that the development, analysis and selection of improvement options and/or other strategies will not be considered final until after resource and other agency and public review and comment.

The third public meeting will be held under this task. The meeting will be held at a location convenient to the stakeholders most affected by the study. This location will likely be in Missoula near the Target Range area. The meeting will be facilitated by the Consultant's project manager, as well as one other staff member to assist with the meeting. The Consultant will be responsible for the public meeting arrangements and ensuring they are in a location that is ADA accessible.

At least one month prior to the third public meeting, a corridor planning study newsletter will be provided that describes general information on the study, the work in progress, results achieved, preliminary concerns identified, and other related topics. This newsletter will be user-friendly, with little or no engineering jargon. Each newsletter will be saved as a PDF and delivered to the MDT, Missoula County, and select stakeholders for their use in posting to their individual internet sites. Hard copies will also be made available (up to 50 copies).

The Consultant will prepare the press release/advertisement prior to the information meeting, with assistance from the study partners. MDT will be responsible for placing the press releases / advertisements in the appropriate newspapers and other locations.

Pursuant to all formal community outreach activities, the Consultant will provide materials to the study partners for review and approval a minimum of twenty-one (21) days in advance of the scheduled outreach activity.

Table 6: Task 6 Sub-tasks

NUMBER	DESCRIPTION
Sub-task 6.1	Develop Draft List and Description of the Range of Improvement Options and/or Options under Consideration for Analysis
Sub-task 6.2	QA/QC of Draft List and Description of the Range of Improvement Options and/or Options under Consideration for Analysis
Sub-task 6.3	Revise and Submit List and Description of the Range of Improvement Options and/or Options under Consideration for Analysis
Sub-task 6.4	Analyze Improvement Options and/or Options and Potential Impacts
Sub-task 6.5	Develop Draft Documentation of Analysis (Methods and Findings) of Improvement Options and/or Options Based on the Screening Criteria
Sub-task 6.6	QA/QC of Draft Documentation of Analysis (Methods and Findings) of Improvement Options and/or Options Based on the Screening Criteria
Sub-task 6.7	Revise and Submit Documentation of Analysis (Methods and Findings) of Improvement Options and/or Options Based on the Screening Criteria
Sub-task 6.8	Develop Draft Documentation of Improvement Options and/or Options Advanced and Not Advanced
Sub-task 6.9	QA/QC of Draft Documentation of Improvement Options and/or Options Advanced and Not Advanced
Sub-task 6.10	Revise and Submit Documentation of Improvement Options and/or Options Advanced and Not Advanced
Sub-task 6.11	Develop Draft Corridor Planning Study Newsletter #2
Sub-task 6.12	QA/QC Draft Corridor Planning Study Newsletter #2
Sub-task 6.13	Revise and Submit Corridor Planning Study Newsletter #2
Sub-task 6.14	Develop Draft Press Release / Advertisement #3
Sub-task 6.15	QA/QC Draft Press Release / Advertisement #3
Sub-task 6.16	Revise and Submit Press Release / Advertisement #3
Sub-task 6.17	Prepare for Public Meeting #3
Sub-task 6.18	Conduct / Facilitate Public Meeting #3
Sub-task 6.19	Develop Draft Public Meeting #3 Minutes
Sub-task 6.20	QA/QC Draft Public Meeting #3 Minutes
Sub-task 6.21	Revise and Submit Public Meeting #3 Minutes
Sub-task 6.22	Accounting & Secretarial Assistance

Deliverables:

- List and Description of the Range of Improvement Options And/or Options under Consideration for Analysis (Electronic only)
- Documentation of Analysis (Methods and Findings) of (Electronic only)

Improvement Options and/or Options Based on the Screening Criteria	
▪ Documentation of Improvement Options and or Options Advanced and Not Advanced	(Electronic only)
▪ Project Newsletter #2	(50 copies / Electronic)
▪ Press Release/Advertisement #3	(Electronic only)
▪ Public Meeting #3 Minutes	(Electronic only)

TASK 7: Recommend Improvement Options

This task includes the recommendation of improvement options. All work previously performed will be synthesized into a package of improvement options for improving the corridor. This may consist of short-term, spot improvements that the study partners can consider in a short timeframe while a funding package is assembled for the longer term recommendations. This package of improvement options builds on the analysis in the previous task (Task 6) and focuses in more detail on those improvements that were identified for advancement via the screening process in Task 5. Improvement cost estimates will be prepared to a typical “planning level”, with appropriate adjustment factors for year of expenditure and related incidental costs, such that solid, planning level costs can be found going forward.

Also included in this task will be the identification of potential impacts and mitigation opportunities. This planning level analysis will identify initial avoidance areas, mitigation needs, and associated opportunities identified by the study partners, resource agencies and the public.

Table 7: Task 7 Sub-Tasks

NUMBER	DESCRIPTION
Sub-task 7.1	Develop Draft Package of Improvement Options and/or Options for Improving the Corridor
Sub-task 7.2	QA/QC of Draft Package of Improvement Options and/or Options for Improving the Corridor
Sub-task 7.3	Revise and Submit Package of Improvement Options and/or Options for Improving the Corridor
Sub-task 7.4	Develop Draft List and Description of Potential Impacts and Mitigation Opportunities
Sub-task 7.5	QA/QC of Draft List and Description of Potential Impacts and Mitigation Opportunities
Sub-task 7.6	Revise and Submit List and Description of Potential Impacts and Mitigation Opportunities
Sub-task 7.7	Accounting & Secretarial Assistance

Deliverables:

- Package of Improvement Options and/or Options for Improving the Corridor (Electronic only)
- List and Description of Potential Impacts and Mitigation Opportunities (Electronic only)

TASK 8: Prepare Corridor Study Report

Preparation of the Corridor Study Report is the culmination of all previously completed work. The Corridor Study Report will contain a summary of the entire planning process, key findings, identified needs, screening criteria, draft recommendations, and next steps. The report will follow the "Corridor Planning Checklist" included in Appendix A of the *Montana Business Process to Link Planning Studies and NEPA/MEPA Reviews (May 2009)*. In summary form, the report will include the following major content areas, and may be subject to change depending on the progression of the study:

- Executive Summary
- Chapter 1 - Introduction
 - Purpose
 - Process
 - Existing Plans and Policies
- Chapter 2 - Existing and Projected Conditions
 - Existing Roadway Users and Traffic Volumes
 - Physical Characteristics
 - Environmental Setting
 - Areas of Concern and Consideration
- Chapter 3 - Community and Stakeholder Outreach
 - Community Involvement
 - Stakeholder Participation
 - Resource Agency Meeting
- Chapter 4 - Corridor Needs, Objectives and Screening Criteria
- Chapter 5 - Improvement Options
 - Improvement Strategies Explored
 - Corridor-wide Improvements
 - Spot Improvement Options
 - Improvement Options Considered but Not Advanced
- Chapter 6 - Funding Mechanisms
 - Federal Funding Sources
 - State Funding Sources
 - Local/Private Funding Sources
- Chapter 7 – Conclusions, Purpose and Need, and Next Steps

- Purpose and Need
- Implementation Strategies

The appendices to the report will contain much of the information developed through the course of the study. The appendices are typically included on a CD and placed at the back of the report. For this study it is anticipated that the appendices will contain the following information:

- Appendix A: Consultation, Coordination and Community Involvement
 - Public Comments Received After Public Comment Period
 - Public Meeting No. 1 Materials
 - Public Meeting No. 2 Materials
 - Public Meeting No. 3 Materials
 - Public Meeting No. 4 Materials
 - Study Flyer No. 1
 - Newsletter Issue No. 1
 - Newsletter Issue No. 2
 - Newsletter Issue No. 3
 - Resource Agency Workshop Materials
- Appendix B: Environmental Scan Report
- Appendix C: Corridor Planning Study Documentation
 - Community and Stakeholder Information Plan
 - Existing and Projected Conditions Report
 - Needs and Objectives
 - Screening Process
 - Improvement Options Memorandum
 - Planning Level Cost Estimates
 - Purpose and Need Development

Note that after the publication of the Public Draft of the corridor study report, comments received will be logged and responded to in a matrix, which also is bound to the final report (in addition to being placed in the appendix). This scope of services assumes responses to public comment will be a single, repetitive line. However, in some cases a more robust response will be necessary over and above a standard one sentence statement. This scope of services limits the number of these more detailed responses to no more than 50 responses.

A fourth public meeting will be held after the above noted items have been prepared and reviewed by the study partners. The meeting will be held at a location convenient to the stakeholders most affected by the study. This location will likely be in Missoula near the Target Range area. This meeting will be facilitated by RPA's project manager, as well as one other staff member to assist with the meeting. The Consultant will be responsible for the public meeting arrangements and ensuring they are in a location that is ADA accessible.

At least one month prior to the fourth public meeting, a corridor planning study newsletter will be provided that describes general information on the study, the work in progress, results achieved, preliminary concerns identified, and other related topics. This newsletter will be user-friendly, with little or no engineering jargon. Each newsletter will be saved as a PDF and delivered to the MDT, Missoula County, and select stakeholders for their use in posting to their individual internet sites. Hard copies will also be made available (up to 50 copies).

The Consultant will prepare the press release/advertisement prior to the information meeting, with assistance from the study partners. MDT will be responsible for placing the press releases / advertisements in the appropriate newspapers and other locations.

Pursuant to all formal community outreach activities, the Consultant will provide materials to the study partners for review and approval a minimum of twenty-one (21) days in advance of the scheduled outreach activity.

The development of the corridor study report is an iterative process that begins with submittal of an Administrative Draft report. The Administrative Draft is submitted to all members on the Planning Team, which includes MDT, Missoula County and FHWA participants. This will give the Planning Team the opportunity to review the document before developing a Public Draft report and releasing it to the community. It is assumed that comments generated by the Planning Team on the Administrative Draft report will be funneled through the MDT project manager, and either summarized in matrix format or entered into MSWORD Track Changes format.

Once the Public Draft Corridor Study Report has been adequately reviewed and commented on, it will be produced and distributed to various locations identified in the CSIP, as well as electronically on the study web site. At the time of distribution, CDs containing the Public Draft report will be mailed to the various Resource Agencies for their comments.

Once all comments have been received from the public and the Resource Agencies, a Final Corridor Study Report will be prepared which will become the “Corridor Plan”. The Consultant will then participate in an evaluation of the corridor planning process with MDT to document the results of the study, lessons learned, and what may be done differently in the future (if anything).

Embedded in this task is a full discussion and development of draft Purpose and Need language for the corridor. Identifying the Purpose and Need is paramount to community dialogue and the NEPA/MEPA process going forward.

Table 8: Task 8 Sub-Tasks

NUMBER	DESCRIPTION
Sub-task 8.1	Develop Draft Statement of Purpose and Need
Sub-task 8.2	QA/QC of Draft Statement of Purpose and Need
Sub-task 8.3	Revise and Submit Draft Statement of Purpose and Need

NUMBER	DESCRIPTION
Sub-task 8.4	Develop Administrative Draft Corridor Study Report
Sub-task 8.5	QA/QC of Administrative Draft Corridor Study Report
Sub-task 8.6	Revise and Submit Administrative Draft Corridor Study Report
Sub-task 8.7	Develop "Revised" Draft Statement of Purpose and Need
Sub-task 8.8	QA/QC of "Revised" Draft Statement of Purpose and Need
Sub-task 8.9	Revise and Submit "Revised" Draft Statement of Purpose and Need
Sub-task 8.10	Develop Public Draft Corridor Study Report
Sub-task 8.11	QA/QC of Public Draft Corridor Study Report
Sub-task 8.12	Revise and Submit Public Draft Corridor Study Report
Sub-task 8.13	Consult with Resource and Other Agencies
Sub-task 8.14	Solicit and Document Resource and Other Agency Comments
Sub-task 8.15	Develop Draft Corridor Study Newsletter #3
Sub-task 8.16	QA/QC of Draft Corridor Study Newsletter #3
Sub-task 8.17	Revise and Submit Corridor Study Newsletter #3
Sub-task 8.18	Develop Draft Press Release/Advertisement #4
Sub-task 8.19	QA/QC of Draft Press Release/Advertisement #4
Sub-task 8.20	Revise and Submit Press Release/ Advertisement #4
Sub-task 8.21	Prepare for Public Meeting #4
Sub-task 8.22	Conduct/Facilitate Public Meeting #4
Sub-task 8.23	Develop Draft Public Meeting #4 Minutes
Sub-task 8.24	QA/QC of Draft Public Meeting #4 Minutes
Sub-task 8.25	Revise and Submit Public Meeting #4 Minutes
Sub-task 8.26	Develop Final Statement of Purpose and Need
Sub-task 8.27	QA/QC of Final Statement of Purpose and Need
Sub-task 8.28	Revise and Submit Final Statement of Purpose and Need
Sub-task 8.29	Develop Final Corridor Study Report
Sub-task 8.30	QA/QC of Final Corridor Study Report
Sub-task 8.31	Revise and Submit Final Corridor Study Report
Sub-task 8.32	Complete/Attend Evaluation of Corridor Planning Process
Sub-task 8.33	Accounting & Secretarial Assistance

Deliverables:

- Statement of Purpose and Need (Electronic only)
- ADMINISTRATIVE DRAFT Corridor Study Report (Electronic only)
- PUBLIC DRAFT Corridor Study Report (12 copies / Electronic)
- FINAL Corridor Study Report (12 copies / Electronic)
- Corridor Study Newsletter #3 (50 copies / Electronic)
- Press Release/ Advertisement #4 (Electronic only)
- Public Meeting #4 Minutes (Electronic only)

STUDY SCHEDULE

The anticipated study schedule for this corridor study follows a twelve-month time frame. It is assumed that a contract will be signed and a notice-to-proceed given on or about February 15, 2012. As such, all work on this study is expected to be completed by February 14, 2013. A detailed schedule is included herein as **Exhibit C**.