

Attachment A:

SCOPE OF SERVICES

The Town of Dudley (herein referred to as "Town") has requested a proposal from the Central Massachusetts Regional Planning Commission (herein referred to as "CMRPC") to develop a Complete Streets Project Prioritization Plan consistent with the Tier II municipal requirement of the Mass DOT Complete Streets Funding Program.

The total cost for this project, \$20,513, is detailed in **Attachment B**. The work is anticipated to be completed before March 1st, 2021 and is detailed in **Attachment C**. The project will be completed by CMRPC staff detailed in **Attachment D**. The following services will be conducted to complete this effort:

Activities to be performed in support of developing a Complete Streets Prioritization Plan

1. Preliminary Meeting

Meeting with appropriate Town staff and Town officials to discuss and select planning assumptions for the purposes of this project. This preliminary meeting will serve as the kickoff meeting for the Complete Streets Prioritization Plan, where the vision and goals for Complete Streets in the town will be drafted. The need for creation and/or updates to related Geographic Information System (GIS) files and databases, as well as factors to consider for prioritization will need to be agreed upon by the staff of both CMRPC and the Town at the outset of the study.

2. Data Collection

Work with Town staff to assemble available data related to Complete Streets Prioritization, including roadway/sidewalk data, and public facility locations. This may include any available Capital Investment Plans, Roadway Maintenance Plans, Pavement Management System data, Roadway Maintenance, Private Development Projects, ADA assessments, bicycle and pedestrian assessments, Roadway Safety Audits, or other development related plans. Additional field data collection will be performed to document existing infrastructure as well as identify and inventory gaps in the infrastructure network. Data will be digitized and entered into a GIS database. CMRPC will overlay safety (automobile, bicycle, pedestrian crash data), land use, environmental justice, and other available data sets to provide supporting evidence for prioritization. Additional data collection/assessments will be performed if necessary. After preliminary data collection and planning is complete, CMRPC staff will work with the Town to develop evaluation criteria that will aid in the project selection process. In coordination with appropriate Town staff, CMRPC will develop a list of projects in the MassDOT Complete Streets Funding Program Prioritization template.

3. Evaluation Criteria & Prioritization

Evaluation criteria will be developed in conjunction with the Town from the following listing: Safety (Bike/Ped/Auto), Mobility (Bike/Ped), Transit Operations, Compatibility with local or regional goals, public support/stakeholder support, project schedule, and cost estimates. Prioritization will occur through a process involving Weighted Evaluation Criteria plus Target Geographies. Projects will be grouped into targeted geographies (town center, school areas, etc.) after they have been ranked based on weighted criteria created during the evaluation process.

4. Plan Refinement & Public Presentation

Following a review period of approximately two (2) weeks for the preliminary prioritization document, CMRPC staff will address comments and prepare changes if necessary. During this timeframe, a public involvement meeting will be held in coordination with the Town in order to obtain resident opinions on suggested project locations and prioritization. Following public outreach efforts, CMRPC will work with

the Town to finalize the Complete Streets Prioritization Plan for acceptance by the Town and submission to MassDOT.

A. Deliverables

CMRPC will prepare a Complete Streets Project Prioritization Plan using MassDOT’s provided template that identifies at a minimum a 5-year prioritization plan with a minimum of fifteen potential projects that have been identified through the data collection, evaluation, and prioritization process. Projects may focus on addressing the following Complete Streets related needs: Safety, ADA Accessibility, Pedestrian Mobility, Bicycle Mobility, Transit Operations and Access, Freight and Vehicular Operations. The Prioritization Plan will include preliminary project estimates to assist with programming construction funds, and the preparation of estimated construction duration/schedules to assist with identifying projects that can meet fiscal year deadlines. Additional narrative and planning process steps will be provided in the final report, allowing for a document to accompany the Prioritization sheet.

TIME OF PERFORMANCE

CMRPC agrees to commence the performance of the services described herein upon receipt of this Agreement, upon MassDOT approval of the Tier II Contract based on the Program timeline, duly executed by the Town Administrator and by the Executive Director of CMRPC.

TOWN RESPONSIBILITIES

Appropriate Town staff will participate in the Complete Streets Prioritization planning process when called upon. Town staff will help CMRPC to plan, advertise, and convene related meetings at Town Hall or another suitable location.

COMPENSATION

Compensation for CMRPC’s services to the Town will total \$20,513, as outlined below. The Town will be billed on a monthly basis as expenses are incurred.

Attachment II - Budget

	Estimated Cost
A. Management & Support	\$3,974
B. Data Collection	\$4,515
C. Sidewalk Digitization	\$3,709
D. Data Input and Mapping	\$3,880
E. Analysis & Development of Five-Year Improvement Plan	\$2,433
F. Plan Refinement & Public Presentation	\$2,004

\$20,513

Signing this agreement signifies that the Town has in fact, allocated the funds needed to cover the cost of this study.

IN WITNESS WHEREOF: The Town of Dudley and CMRPC have executed this Agreement as of the date written above.

CMRPC
Janet A. Pierce

CMRPC
Janet A. Pierce


Executive Director, CMRPC

Town of Dudley
Jon Ruda


Town Administrator

Attachment B				
Project:	Complete Streets Funding Program			
	Tier II Project Prioritization Plan			
Municipality:	Town of Dudley			
Consultant:	Central Massachusetts Regional Planning Commission			
Hourly Rate Summary				
	Associate/Principal Planner	Assistant/Associate Planner	Planning Technician	Totals
Rate/hr	\$35	\$30	\$20	
Work Hour & Fee Summary				
Task 1	30	30	0	60
Task 2	7	40	35	82
Task 3	12	30	25	67
Task 4	4	45	20	69
Task 5	8	30	0	38
Task 6	5	26	0	31
Total	66	201	80	347
Percentages	19%	58%	23%	100%
Salary Costs:	\$2,310	\$6,030	\$1,600	\$9,940
Indirect Costs: (Indirect Rate: 1.0377)	\$2,397	\$6,257	\$1,660	\$10,315
Direct Costs:				\$259
			Total Fee:	\$20,513

Attachement C - Schedule

Week:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Task 1: Kickoff Meeting + Existing Conditions	X														
Task 2: Data Collection				X											
Task 3: Evaluation Criteria + Prioritization										X					
Task 4: Plan Refinement/Public Presentation/ Deliverables													X		X

X = CMRPC - Town Meeting

Attachment D: CMRPC Staff

The following CMRPC Staff members will work on the Town of Dudley's Complete Streets Project Prioritization Plan:

Gemma Wilkens
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TBD
Academic Year Intern
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