Work Order #1 – Project Management Plan

This work order scope is for the Project Management Plan (PMP), which is required to manage the Town Branch Commons project. As an extension of the LFUCG office, we will be collaborating closely with the City's staff and focusing on project development and ultimate construction of the project. The term of this scope will be from 10/1/2016 through all of FY 2018 (ending June 30, 2018). This contract period is approximately 21 months or 91 weeks (7 sets on 4-4-5 week cycle based on Thursday meeting dates). The following sections will provide a description of the tasks under the PMP.

PROJECT MEETINGS

In order to maintain clear and consistent communications, multiple meetings will be held with various strategic partners and agencies. The overall purpose of the meetings will be to provide status updates and resolve issues to keep the project moving ahead. Below are the anticipated meetings grouped by purpose and expected participants.

BI-WEEKLY PROJECT COMMITTEE MEETINGS

Purpose: Bi-weekly meetings with the Project Committee who will provide general project oversight (staff from LFUCG PM, Engineering, Parks, Traffic Engineering, Water Quality, LDDA, etc.) throughout the contract period. Prior to each meeting an agenda will be prepared to maintain focus on the key issues such as unresolved action items, upcoming events, milestones, risk items, etc. The meetings will be documented via meeting minutes which will be placed on the SharePoint site for review. The meeting minutes will include both unresolved and new action items along with who is responsible for them. These action items will be tracked through completion.

Participants – It is anticipated that five members of the Program Management Team will attend these meetings and assist with the meeting preparation. The attendees would be the Program Manager (PM), Deputy PM, Corridor Design Manager, Task Managers and appropriate subject matter experts selected based on need. The City will have the discretion to select the appropriate participants from the Program Management Team as the project advances.

BI-WEEKLY STEERING COMMITTEE MEETINGS

Purpose: This item will include attending meetings with the Steering Committee (Mayor, Vice Mayor, CAO, Commissioners, PIO, etc.) who will provide strategic decision-making on a bi-weekly basis (currently every other Thursday at 2:30 PM). The intent will be to schedule the Project Committee meetings on the same day as these Steering Committee meetings to reduce cost.

Participants – It is anticipated that three members of the Program Management Team will attend these meetings and assist with the preparation as needed. The attendees would be the Program Manager (PM), Deputy PM, and one other team member / subject matter expert based as needed. The City will have the discretion to select the appropriate participants from the Program Management Team as the project advances.

MONTHLY TECHNICAL COMMITTEE MEETINGS

Purpose: Prepare, attend, facilitate Technical Committee meetings to address complex project issues and seek consensus with a larger multidisciplinary team. We envision the group to include various LFUCG Departments, KYTC, Lexington MPO, Lextran, Utility Companies, and other targeted resource agencies as needed. We will hold monthly meetings during the project contract period. The meetings will be documented and minutes will be prepared and distributed to the attendees or placed on the SharePoint site for review. Prior to each meeting, an agenda will be prepared to keep the meetings focused on the key topics. The meeting minutes will include action items and who is responsible for resolving them. These action items will be tracked through completion.

Participants – It is anticipated that five team members will attend these meetings as well as assist with the meeting preparation. The attendees would be the Program Manager, Deputy PM, Corridor Design Manager, Task Managers and appropriate subject matter experts selected based on need.

QUARTERLY CITY COUNCIL MEETINGS

Purpose: Attend City Council or Work Session meetings as requested by the City to discuss the project scope, status and future activities. We will work with the City's staff to determine the key talking points, prepare presentations, and create handouts to leave behind, if requested. It is anticipated that these meetings will occur two times per year.

Participants – It is anticipated that two team members will attend these meetings as well as assist with the meeting preparation. The attendees would be the Program Manager, Deputy PM, and/or their designee.

MISCELLANEOUS COORDINATION MEETINGS

Purpose: Hold miscellaneous meetings and/or telephone conferences to keep the internal team members updated as well as cover other "pop-up" meetings with property owners, developers, contractors, etc. Internal meetings will be scheduled once per week with the subject matter experts to keep everyone updated and may include the design team members. These meetings will be documented and minutes will be prepared and placed on the SharePoint site.

Participants – Multiple team members will attend these internal meetings. The attendees will be the main project players as shown on the team's organizational chart.

QUALITY MANAGEMENT PLAN

The Quality Management Plan (QMP) will be updated to document the advancement of the program. Initiating the design phase is a major milestone and the professional staff involved with the increased technical reviews and comments will increase significantly. Identifying the required internal staff will be carried out with final assignments being documented in the Project Execution Plan. The plan may evolve as the project progresses but the right technical staff will be identified to follow the QMS plan requiring QA/QC Role Assignments, Documented Detail Checks, Independent Technical Reviews, QC Review and appropriate sign-offs for variances.

DOCUMENT CONTROL

SharePoint, an enterprise information portal accessible via internet, has been established as the document control and file sharing platform to facilitate accessibility to: Contracts, Drawings, Specifications, Submittals, Schedules, Meeting Minutes, Change Orders, Submittals, Shop Drawings, RFIs, and Close-Out documents. This centralized filing system will be developed and maintained in accordance with our quality document control system and sustained during the contract term. Upon completion of the project, these files will be submitted to the City in an agreed upon format.

A hierarchy will be set up for the project folders along with file naming convention. AECOM will provide assistance and demonstrate access to the site. Other project level documentation will be kept as deemed appropriate.

PROJECT SCHEDULE DEVELOPMENT AND UPDATE

A project scheduling tool will be used to create a detailed project design schedule to monitor the critical path items. The schedule will be updated and discussed during the bi-weekly project meetings with the design team. The intent of the schedule is to track and identify critical tasks both in the design development as well as the right of way and utility phases preceding construction. This will be needed to maintain focus on the items that could have negative impacts to the budget and schedule.

RISK MANAGEMENT PLAN

Maintain a risk register document (MS Excel format) during the project to identify major concerns. The approach will include a methodical process by which the project team identifies and ranks the various risks. Once identified, a mitigation strategy will be developed and implemented as appropriate. The risk register will be discussed at the Weekly Project meetings. The risk will be tracked until no longer a concern at which time it will be removed from the tracking list.

BID LETTING PREPARATION / ASSISTANCE

Assist the City in the preparation of the contract bidding documents for the construction contract on Town Branch Commons Corridor project. This scope includes the transportation infrastructure improvements in Zones 1-4 and 7. The scope includes providing language for developing the draft bid documents, special notes/provisions language, identifying environmental constraints, coordinating utility relocation maps, creating project maps/exhibits, attending the pre-bid meeting and responding to Request for Information (RFIs) inquiries during the bidding period.

CONTRACT ADMINSTRATION

This scope item is for all other administrative tasks associated the contract between AECOM and the City such as invoicing, sub-consultant management, budget reporting, contract spend down estimates and other contract related tasks as requested by the City.

Work Order #2 – Survey

Surveying Scope of Work

Conduct field surveys of the project area to complete the future final design phase of the project. The general limits of these surveys shall include the roadway pavement, adjoining sidewalks, verges, lawns and buffer areas to the face of buildings or, where possible, apparent limits of construction along the following streets:

- Newtown Pike / Oliver Lewis from Manchester Street to 4th Street. An approximate distance of 4000'.
- Railroad survey at the Newtown Pike rail crossing. A distance of 200'.

Overall total length of survey equals 0.8 miles.

The field surveys will include:

1. Establish horizontal Kentucky State Plane Coordinates (Single Zone) using the US Survey Feet and NAVD-88 vertical datum throughout the project limits for use during design and construction of the project. Establish intermediate control points and bench marks at intervals not to exceed 600'.
2. Field tying property monuments to establish rights of way and adjoining property lines.
3. Location of topography, including, but not limited to; buildings, edges of pavement, curbs, medians, islands, driveways, entrances, sidewalks, ramps, street trees, shrubs, landscape areas, drainage inlets, manholes, traffic signals, pavement markings, signs, parking meters, etc.
4. Field surveying existing ground elevations necessary to develop a digital terrain model from which final ground cross sections and profiles may be developed in Microstation DGN format.
5. Location of above ground utilities and surface indications of underground utilities, including; poles, valves, meters, manholes, vaults, hydrants and markings of underground utilities by Before U Dig (KY 811) or other utility locating entity.
6. Location of environmentally sensitive areas, including underground storage tanks, wetlands or hazardous waste sites as marked and directed by others.

Other scope items will include:

- Research public records to establish the ownership of properties adjoining the project and obtain copies of deeds, plats and other instruments necessary to establish existing rights of way, property lines and easements.

- Obtain facilities maps from each utility company that has facilities within the project limits. These maps will be supplemented with field locations of underground facilities.

- Compile the field survey data into a planimetric/topographic manuscript drawing utilizing MicroStation and Inroads to the current KYTC CADD Standards (currently version 3). The manuscript shall include the location of rights of way, property lines and easements along with property owner's name and source of title. A Digital Terrain Model (DTM) will be developed from the survey data to represent the existing ground surface.

Work Order #3 – Environmental Documentation

Environmental Work Order Scope of Services

The following scope of services has been prepared to satisfy NEPA requirements for transportation components of Zone 7 of the Town Branch Commons Corridor Project as well as Zone 5 though the Town Branch Park. While the long term vision for the corridor project includes a series of park improvements, connections to nearby trails, and other extensions, these items fall beyond the scope of this effort. It is anticipated that the project will result in the preparation of a Level 1 Categorical Exclusion, to be signed by LFUCG, KYTC D-7, and KYTC DEA. The project includes a series of bicycle and pedestrian mobility improvements primarily within existing right-of-way along Main Street from Jefferson Street to Newtown Pike (Zone 5 area) and Newtown Pike from Manchester Street to 3rd Street (Zone 7).

PROJECT AREA

This scope does not include additional environmental studies that may be required if there are significant changes to the proposed project during the design phase that involve new right-of-way or if there is consideration of new routes not studied in the environmental document.

The following tasks are included in this work order.

Update Purpose and Need Statement – The team will review goals and objectives from existing planning studies prepared for the project and update the Purpose and Need Statement so that it is compliant with NEPA for transportation projects, including an assessment of logical termini. The draft Purpose and Need Statement will be coordinated with the project team. This statement will be updated as needed throughout project development.

Coordinate with Resource Agencies

- The consultant will identify appropriate agency contacts that should be included in coordination activities as part of the NEPA process. This includes both regulatory agencies and other federal, state, and local agencies with a likely interest in the project. The draft mailing list will be shared with the City's Project Manager prior to distribution of any correspondence.
- The consultant with develop a draft letter with basic information about the project for distribution to resource agencies. The draft letter will be shared with the City's Project Manager prior to distribution of any correspondence.
- The consultant will distribute the letter to resource agencies identified in the mailing list, requesting any comments on the proposed project, Purpose and Need Statement, preferred alternative, etc.

- Any responses received from agencies will be discussed in the draft NEPA document and appended as appropriate.

Socioeconomic Analysis

A. Existing Conditions and Analysis – The consultant will develop preliminary traffic analysis to identify potential operational impacts. Results of this effort will be documented in a technical memo; the draft memo will be shared with the City's Project Manager prior to any external coordination. This effort will inform the socioeconomic analysis.

B. Right-of-Way Impacts – The consultant will obtain available property boundaries from city GIS databases. The consultant will quantify anticipated direct residential and commercial property acquisitions or easements necessary based on preliminary design concepts. Based on conceptual plans for the preferred alternative, the majority of the project footprint lies within city-owned right-of-way.

C. Economic Impacts – The consultant will discuss potential permanent and temporary impacts/benefits to established businesses (e.g., impacts from changes in traffic patterns). A discussion will be prepared of reasonably foreseeable employment impacts during project construction.

D. Local Comprehensive Plans – The consultant will review previous planning documents prepared for the project and the LFUCG 2013 *Comprehensive Plan* to understand land use, transportation, and other related elements to determine whether the project is consistent with these regional visions.

E. Social Impacts – The consultant will review available data from local, regional and national data resources (such as Census Bureau publications, Lexington MPO, Bluegrass ADD, LexTran, LFUCG Planning and Zoning and others) to understand land use and zoning, economic base, forecasted growth, employment trends and unemployment, traffic, level of service and growth. A qualitative discussion of impacts/benefits to neighborhoods, schools, churches, travel patterns, special populations (i.e., low income, minority, elderly, handicapped, non-drivers, transit-dependent), and human health will be prepared.

Historic Resources Evaluation

A. Identify the Area of Potential Effect (APE) – Using available mapping and field visits, the consultant will identify the appropriate APE for aboveground historic resources. The APE will encompass properties adjacent to the project where potential visual or other effects from the proposed project may occur. A map of APE will be developed and used to focus identification efforts.

B. Archival Research – The consultant will review historic mapping and SHPO records in order to identify NRHP listed, eligible, and potentially eligible historic properties and districts within the APE. Results of this effort will be added to the APE mapping.

C. Field Survey and Effects Analysis – Using methods outlined in the Kentucky Heritage Council *Specifications for Conducting Fieldwork and Preparing Cultural Resource Assessment Reports*, the consultant will identify and document each aboveground resource within the APE that is 50 years old or older. The consultant will determine the NRHP eligibility of each property or district. The consultant will evaluate project effects on listed and eligible properties and recommend mitigation measures for any adverse effects. This analysis will be documented in a technical report.

D. Consulting Party Meetings and Coordination – The consultant will coordinate DEA's online clearinghouse to identify and invite potential consulting parties to participate in the Section 106 historic resource evaluation process. Relevant consultation materials will be uploaded to DEA's website as appropriate. It is anticipated that the public component of the Section 106 consultation process can be addressed in conjunction with other project stakeholder engagement efforts and via correspondence.

E. Prepare Historic Technical Report – The consultant will prepare a draft technical report that summarizes the results of the eligibility and effects phases of the aboveground historic resources analysis, documenting the effort at a level to satisfy SHPO expectations. The draft report will be shared with the City's Project Manager prior to any external coordination. The report will then be shared with DEA and SHPO for their review and comments. Any comments received will be incorporated into the final version of the memo, which will be resubmitted as needed for SHPO concurrence with the findings. One in-person meeting with DEA and SHPO is included in this effort; this is anticipated to occur either at the project site or at the appropriate agency office in Frankfort.

If a Memorandum of Agreement (MOA) is needed to resolve adverse effects, this will be prepared by the KTYC.

Archaeological Resources Phase I Evaluation

A. Archival Research – The consultant will review historic mapping, SHPO and UK records, and relevant archaeological reports to identify the potential for archaeological resources within the project footprint (archaeological APE). It is anticipated that since the majority of the disturb limits lie within previously disturbed areas, the potential to encounter intact archaeological deposits is minimal and it is assumed that an overview analysis will suffice to satisfy documentation requirements.

B. Prepare Archaeological Phase I Survey Report – The consultant will prepare a draft technical report that summarizes the results of the overview analysis, documenting the effort following the Kentucky Heritage Council *Specifications for Conducting Fieldwork and Preparing Cultural Resource Assessment Reports*. The draft report will be shared with the City's project manager prior to any external coordination. The report will then be shared with DEA and SHPO for their review and comments. Any comments received will be incorporated into the final version of the memo, which will be resubmitted as needed for SHPO concurrence with the findings.

Where there is a potential for buried archaeological resources, it may be necessary for a professional archaeologist to monitor earth moving activities. This effort may be performed by the KYTC; it is not included in the current consultant scope of services.

Section 4(f) Resources Analysis – The consultant will review GIS databases to identify historic properties and public parks within or adjacent to the project footprint. The consultant will assess whether project requires the use of these Section 4(f) resources and whether the anticipated use can be addressed using programmatic agreements or a *De Minimis* approach. The consultant will coordinate with KYTC/FHWA regarding approach.

For each impacted Section 4(f) property, the consultant will prepare a letter to the agency with jurisdiction, outlining the use of the property and requesting their concurrence with the proposed measures to minimize harm. The draft letter(s) will be shared with the City's project manager prior to distribution of any correspondence. The consultant will distribute the letter(s) to appropriate agencies. Responses received from agencies will be discussed in the draft NEPA document and appended as appropriate.

The consultant will prepare appropriate documentation to address any Section 4(f) impacts in the NEPA document. Up to two conference calls are included in this effort.

6(f) Resources Identification – Consult with the Governor's Office of Local Development to determine whether there are any impacts to parks using Land and Water Conservation funding. If Section 6(f) impacts are unavoidable, work with the park owner to address 6(f) replacement requirements.

Noise Impact Analysis – The project qualifies as a Type III project per FHWA noise analysis guidelines; therefore, no in depth analysis is required. A qualitative discussion of noise impacts will be documented in the NEPA document.

Air Quality Impacts – The consultant will review the latest version of the approved STIP/TIP to document the project's inclusion. The consultant will confirm that project is not in a non-attainment or maintenance area for ozone (O_3) or in an area requiring PM 2.5 consideration. The consultant will confirm that project is not controversial and will not exceed Kentucky CO screening criteria requiring project level analysis. Qualitative language regarding the project's low potential for air quality impacts, including potential Mobile Source Air Toxics (MSAT) effects, will be incorporated into the NEPA document.

Hazardous Materials/Underground Storage Tanks Investigations – A UST/hazardous materials assessment of the project corridor will be conducted to determine the actual or potential presence of underground storage tanks, aboveground storage tanks, hazardous wastes or materials, solid and special wastes, and potential areas of hazardous waste concern.

The project area has a long history of urban development and will require the assessment of multiple historic resources. This effort will include the evaluation of historical photographic images, Sanborn fire insurance maps, city directories and other historical resources. Third rock will also examine state, local and federal resource agency records to identify agency interest in documented environmental conditions.

A *UST/Hazardous Materials Baseline Assessment* report will be prepared for the project. The field survey, data collection, and documentation will be sufficient to develop an awareness of the location of high risk areas that could be of concern to the project. Maps will be included to show the location of the project corridor, the project location, and location of each site investigated, as necessary. The assessment will identify areas suspect for adverse environmental conditions, which may require additional investigation. If any areas require additional investigation, Phase II investigations are outside this scope of services.

Ecological Studies - An aquatic and terrestrial ecosystems analysis will be conducted for purposes of documenting potential impacts to the natural environment. Third Rock will not produce a stand-alone *Aquatic and Terrestrial Baseline Assessment* but will produce a technical memorandum outlining the relevant information collected and the methods applied. No coordination with the state and federal agencies will be conducted. Online data sources for the following agencies will be reviewed, however, as applicable and available, for any information relevant to potential impacts within the study area.

- *U.S. Fish and Wildlife Service* (USFWS);
- *Kentucky Department of Fish and Wildlife Resources* (KDFWR);
- *Kentucky State Nature Preserves Commission* (KSNPC);

Once the project limits are developed to demonstrate disturbance limits, a field survey will be conducted where necessary. The field survey will focus on identifying features such as streams, wetlands, and threatened and endangered species habitat. Because of the urban setting of this project no significant features are expected.

Wetlands impacted by the proposed Build Alternatives will be delineated using GPS and boundaries provided on mapping with the appropriate wetland delineation forms. Streams impacted by the Build Alternatives will also be assessed to identify position, flow (perennial, intermittent or ephemeral), and channel width/depth. USEPA rapid biological assessment protocol forms will be completed for each stream impact. Photographs will be taken at stream impact sites to document existing conditions at the centerline. The position of the streams will be marked at the project centerline using GPS and numbered sequentially

Prepare Environmental Document (Categorical Exclusion Level 1) **–** The consultant will prepare the draft NEPA document following the CE Level 1 checklist format developed by the KYTC. This task includes a synthesis of technical studies prepared in environmental previous tasks. The document will address two alternatives: the No Build and Build (preferred) alternative for transportation components of Zone 1 through Zone 7 of the Town Branch corridor.

The draft CE and its appendices will go through an internal QAQC review prior to submittal to the City's project manager. The CE will then be shared with DEA for their review and comments. Any comments received will be incorporated into the final version of the CE, which will be resubmitted as needed for final signatures.

Maintain Administrative Record – Throughout the environmental process, the consultant will maintain project records via the project SharePoint site.

Meetings and Coordination –

- Bi-Weekly Environmental Team Meetings - Two attendees at 8 meetings.
- FHWA Coordination **–** assumes 2 staff and one meeting.
- Coordination with DEA **–** assume 2 staff and one meeting.
- Coordination with D-7 **–** assumes 2 staff and one meeting.

Permits – This scope <u>does not</u> include preparation or coordination of water quality or USACE permit applications. This can be added later by contract modification.

Work Order #4 – Grant Management Services

This work order scope is for the grant management services required for the federally funded Town Branch Commons project. It includes the management, administration and technical oversight of the design consultant working on the project. The project has been awarded multiple federal grants (TIGER, CMAQ and TAP) which will require adherence to federal guidelines. It is expected that the grants will be coordinated through KYTC's Office of Local Programs. Additionally, the project has been approved for a low interest loan through the Kentucky Infrastructure Authority. Utilizing these various funding types will require plan development, project documentation and progress reporting to demonstrate it is being advanced according to the requirements. Hence this work order includes the time needed to provide consultant oversight during the design development phase during the contract period. There will be several components to the scope as shown below:

KYTC COORDINATION MEETINGS

Coordination with the KYTC Central Office (Frankfort) and District 7 Office (Lexington) will be required during the project development since KYTC has both funding and jurisdictional authority over Vine Street (US25/US60/US421) and Newtown Pike (KY 922). Regular meetings will be held, one every six months, to discuss scope, budget, schedule and plan details will be needed to build consensus on the geometric design, traffic operation and construction phasing. The geometric criteria will be documented in a Design Executive Summary per KYTC Standard protocol and the traffic analysis will be used to obtain an encroachment permit for the construction activities.

GRANT DOCUMENTATION

Record Keeping, Reporting, and Monitoring & Management will be critical to comply with the documentation requirements for the TIGER, CMAQ and TAP grants. It has been decided that the City's Division of Grants and Special Programs office will provide the financial and accounting documentation and the Program Manager will provide the technical reports and project related documentation. Compliance with the KYTC/FHWA Local Public Agency Design Review Checklist and MOAs will be used to guide the KYTC documentation.

KYTC ENCROACHMENT PERMIT APPLICATION

Gather the required information for the Encroachment Permit approval by KYTC for the project. This includes coordination with KYTC District 7 and Central Office Permits Section, preparation of the permit application and assistance with the application submittal. This will include the necessary technical documents and exhibits for the permit. The permit will be tracked through approval. AECOM will communicate any binding elements or specific conditions required for the approval to the design team for incorporation into the design plans.

TECHNICAL PROJECT OVERSIGHT

Provide technical oversight and plan development review to the project design team. Oversee the development of the design plans to satisfy the FHWA, KYTC, KIA and LFUCG and provide guidance and direction so that the design conforms to budget requirements. We have identified 8-10 staff as subject matter experts but have estimated 4-5 to be involved on a more routine basis.

Responsibilities include:

- Manage the overall design process during the Phase I (Preliminary Engineering) and Phase II (Final Detailed Design) phases of the project during the contract period.
- Schedule and facilitate project design meetings to track progress and address issues which may impede the project development. At a minimum this will include bi-weekly consultant progress meetings, quarterly KYTC/FHWA project team meetings, KIA meetings, as well as official KYTC milestone meetings (Preliminary Line and Grade Inspection, Drainage Inspection and Final Plan Inspection).
- Monitor the design development for adherence to the contract requirements and see that the designer and/or consultants make the necessary changes to correct.
- Conduct/facilitate constructability reviews for the project. Recommend design modifications or construction phasing changes to capture improvement and cost reductions identified in the reviews. Conduct/facilitate value engineering studies on the project and recommend changes to the design to capture savings or project improvement opportunities.
- Provide the necessary technical experts to review design plan submittals for adherence to the contract requirements. This may include subject matter experts such as traffic engineering, roadway engineering, hydraulic/hydrology studies, green infrastructure design, sanitary sewer design, geotechnical (karst) engineering, structural engineering, landscape architecture, roadway lighting design, construction engineering, etc.
- Manage the design process to deliver the project deliverables within the planned timeline. This includes identifying long lead time items to minimize their impact on meeting the project schedule.

- Coordinate and conduct project budget/cost plan reviews throughout the design process to monitor the remaining project budget. Review the design consultant pay estimates for processing by the City.
- Manage necessary variations within the project budget. Where business conditions necessitate, manage required scope changes, related additional funding requests, and assuring approved funding meets adjusted design.
- Provide a monthly project cost spenddown if requested.

GRANT ASSISTANCE SERVICES

AECOM, in partnership with the City, recently submitted this project for a 2016 TIGER grant. The projects receiving the grant funds are expected to be announced in the fall of 2016. This section will include tasks for assisting with the Tiger Grant or submitting applications for other grant opportunities. Activities will include coordinating the grant requirements such as creating and tracking the execution of MOAs and providing documentation as needed for the applications.

Work Order #5 – Utility Coordination

This work order scope will continue the utility coordination for the project. Early identification of major utility conflict / impacts will be discussed with the Project Committee and mitigation options will be worked out with the effected utility company. The scope includes identification of potential impacts to utilities within the project area as defined below. The general limits of the utility identification and coordination will occur within the construction limits of the following streets:

- Midland Avenue from East 3rd Street/Winchester Road to East Main Street, including each leg of the East 3rd Street/Winchester Road intersection. An approximate distance of 2800'.
- Vine Street from its intersection with East Main Street to the intersection with West Main Street. An approximate distance of 4800'.
- West Main Street from east of Vine Street to Jefferson Street. An approximate distance of 1300'.
- Shropshire Avenue from Midland Avenue to East 3rd Street. An approximate distance of 800'.
- Rose Street from south of Vine Street to Short Street. An approximate distance of 900'.
- Short Street from Rose Street to Midland Avenue. An approximate distance of 1400'.
- Water Street from Rose Street to Quality Street. An approximate distance of 500'.
- Quality Street from Vine Street to Water Street (north). An approximate distance 250'.
- Water Street from Quality Street to Hernando Ally and the open parking lot between Water Street, Vine Street, Quality Street, and Hernando Ally. An approximate distance of 1000'.
- Main Street from Vine Street to Rose Street. An approximate distance of 800'.
- Eastern Avenue from Main Street to Short Street. An approximate distance of 400'.
- Midland Avenue Off-Alignment for sewer work from Midland Avenue to east of Walton Street. An approximate distance of 1500'.
- Newtown Pike from Main Street to 4th Street.

IDENTIFICATION OF THE EXISTING UTILITIES

The identification of existing utilities will be initiated for the Newtown Pike section of the project given the recent TIGER grant award. The method used is below:

- Identify potential utilities within the proposed project limits and develop a contact lists for each of these utilities.
- Send a written request to the identified potential utilities requesting plans of their existing facilities. We will request that each contacted utility that has no facilities within the proposed project limits provide written confirmation.
- Research available roadway plans and other available plans that may provide utility location information.
- As part of the field survey we will locate above ground utilities and surface indications of underground utilities, including poles, valves, meters, manholes, vaults, hydrants and markings of underground utilities by Before you Dig (KY 811). If KY 811 is unable to provide this service then the consultant can seek other utility locating services for an additional fee.
- Use the City's available GIS data.
- Develop a preliminary manuscript with each of the identified utilities depicted. This preliminary manuscript will be developed using the provided utility facility maps and the field survey.

COORDINATION WITH UTILITY COMPANIES

The coordination of potentially affected utilities will be initiated during this phase. The approach will be as follows:

- Develop a potential impact matrix for the existing utilities.
- Schedule a utility coordination/verification kickoff meeting with the utility companies that have indicated that they have facilities within the project limits. At this meeting we will present the proposed project to the utility companies. We will evaluate the provided utility information and discuss potential impacts from the matrix. Project schedule and mitigation options will be discussed. We will also request information on existing utility easements.
- Meet with each utility company individually to discuss the project and to verify the utilities depicted on the manuscript and document the conditions of their existing facilities. These meetings may include an office visit, a field visit or both. Through this coordination, we will learn of planned maintenance, modifications, or improvements to their facilities within the project limits.
- Coordinate with the current LFUCG monthly utility meeting.

Work Order #6 – Community Engagement

This scope of work continues the services to implement the community engagement plan for the project during the contract period which ending June 30, 2018. Key aspects of the plan include the follow:

DETERMINE / ESTABLISH EXTERNAL LINES OF COMMUNICATIONS

External lines of communication between the Project Team and the public are key for consensus-building and to ensure that the project remains transparent. Communication will happen on two fronts:

Internal communications – day-to-day, program-related, and technical discussions between the Project Team and key agencies. This is already outlined in WO#1.

External communications – open outlets for feedback on the project from stakeholders, user groups (both existing and potential), and the interested public.

STAKEHOLDER IDENTIFICATION/UPDATE

Given the breadth of the Town Branch project, the list of stakeholders will be extensive. Therefore, identifying stakeholders early, bringing them up to speed, and providing updates on a regular basis will be crucial in keeping open lines of communication and avoiding pitfalls.

Our Team will conduct periodic meetings with property owners, business interests, neighborhood residents, and other key stakeholders as work progresses. Discussions will focus on learning about core issues and opportunities within the study area and integration with the planning process.

In addition, we recommend the formation of a working group, known as a Community Advisory Group, to help review, comment, and guide the work of the Program Management Team throughout the process. The Community Advisory Group could also meet to review work and assist the team in shaping the message for the Quarterly Public Briefings described below.

QUARTERLY PUBLIC BRIEFING

The Program Management Team will host periodic Public Briefing to update the community on the status of the project, take a look at the progress relative to the overall schedule, and identify upcoming work. This will especially become important as the project progresses and construction impacts can be forecasted.

IDENTIFY METHODS OF OUTREACH

Over the course of the project, the Team will need to reach out to the community-at-large to provide status updates, invitations to upcoming meetings or events, or for informational purposes related to construction activities, such as temporary vehicular lane closures, sidewalk closures, potential impacts to transit or transit stop locations, mitigation of impacts to businesses, etc. Outreach will occur on several levels to reach the highest number of people.

- Electronic – many people today get their news online, so electronic outreach tools, such as email blasts, a project website, and a Facebook presence can reach the widest number of people in the shortest amount of time.

- Print – there is still a large percent of the population that prefers to get their news in a hardcopy form, therefore major announcements for upcoming public meetings or important project updates will appear in the *Lexington Herald Leader*, or as newsletters or flyers.

- Public relations – as an additional method of reaching members of the interested public, the Team will engage the community by attending local neighborhood association and community meetings. The Team will also work with these same neighborhoods associations, churches, and community groups to help pass along information about the project both face-to-face and through their list-serves. For those members of the public that do not live in the area but instead frequent it for business, shopping, or entertainment, the Team will ask local businesses adjacent to Town Branch if they can hang flyers or leave printed materials for their patrons. The Team may also participate in local community events to help advertise and discuss the project.

All of these outreach efforts will be led by the Blue Grass Community Foundation, as the established outreach arm for the Town Branch Commons Project. The Program Management Team will assist in crafting the message and providing project updates.

COORDINATE ON CREATION OF A PROJECT IDENTITY

Work with the Blue Grass Community Foundation, and through the efforts of LDDA consultants for previous phases of the project, to develop a brand identity for the Town Branch project. This will include an identifiable logo, color scheme, fonts, etc. for use in both print and online materials.

COORDINATION WITH LEXINGTON CENTER REDEVELOPMENT

The Program Management Team, directed by a City representative, will be a liaison to the Lexington Center Corporation and its process of design/construction of the new Lexington Convention Center. The Team will participate in regular work sessions and provide input regarding the integration of Town Branch Commons into proposed redevelopment plans, including TIGER-funded improvements to public rights-of-way and the master plan/feasibility study for the proposed Town Branch Park. It will also serve as a liaison back to LFUCG for issues of finance and implementation requiring City support and action. The Team will also coordinate as necessary with the Town Branch Fund. As requested, the Team will participate in briefings of the LCC/LFUCG/Town Branch Fund partners and area stakeholders.

PRIVATE FUNDRAISING

Private fundraising also falls under the umbrella of the Blue Grass Community Foundation. The Team will work in coordination with the Foundation to provide updates and materials needed for their fundraising efforts.

IMPLEMENTATION PLAN AND SCHEDULE

Implementation will involve the following:

- Continue key stakeholder continuation.
- Schedule and record Community Advisory Group meetings (assume 7 quarterly meetings).
- Key Stakeholder Meetings (assume 20 meetings).
- Electronic/Print for community engagement.
- Public relations events (assume 5).
- Branding and identity creation.
- Quarterly public briefings (assume 5 briefings).
- Coordination with ongoing private fundraising.

Work Order #7 – Corridor Masterplan / Design Standards

This work order scope is for the development of the Town Branch Corridor Masterplan and Design Standards for the project. Below is an outline of the scope along with a definition of who will be responsible for the work product.

- SCAPE will provide holistic design leadership for the Town Branch Commons project as described below:
  - Corridor Project
    - Landscape architecture and urban design services for Master Planning for the Corridor Scope project
    - Completion of the Design Standards from the work previously completed
    - Participation in corridor design reviews
    - Coordination with key stakeholders (LCC, LDDA, BGCF, etc.)
    - Attendance at milestone meetings
    - Help facilitate the Design Workshop Kickoff meeting

- AECOM will provide management, civil engineering and other technical services for the development of the masterplan.

GOALS

a) Ensure that the design vision established during the Town Branch Commons Competition and the subsequent Feasibility Study is maintained and implemented within the block-by-block Corridor Design Masterplan. Communicate the vision to the client, corridor design team, general public, project stakeholders, and relevant agencies throughout the process. Coordinate the conversation on Town Branch Corridor design vocabulary and key design elements and adapt the vision where necessary based upon site constraints and budgetary demands.

b) Consider the entire length of the Town Branch corridor and its adjacent connecting trails, sidewalks, parks, and streetscapes in relation to the establishment of the Corridor Design Masterplan and material selections.

GETTING STARTED

a) Review all relevant base and survey data and create project framework plan that reflects current understanding of relevant project developments, constraints and opportunities.

MASTER PLANNING

DELIVERABLE #1 - Develop block–by-block design drawings for the entirety of the Town Branch Corridor in coordination with the client and the corridor design team to create the Corridor Design Masterplan including plan and layout drawings and typical sections. The plans will be provided in both DWG and DGN format.

DELIVERABLE #2 – Develop Design Standards for the Town Branch Corridor project including planting plans, material details, and cut sheet references for the following elements:

- i) Paved pedestrian surfaces
- ii) Paved bikeway and shared use surfaces
- iii) Karst limestone materials, including ground plane treatments, site walls, safety buffers, and seating elements.
- iv) Street lighting and site furniture
- v) Traffic safety and wayfinding signage
- vi) Bioswale and sustainable stormwater design integration
- vii) Street tree, streetscape, and bioswale planting
- viii) Paved surfaces at vehicular intersections & building entries
- ix) Public art

DELIVERABLE #3 – VISUALIZATION

Create rendered perspectives and sections that visually describe the Town Branch Commons Corridor Design Masterplan and material palette applied to each block.

DELIVERABLE #4 - MEETINGS WITH KEY STAKEHOLDERS

- a) Evaluate and review selected materials and layouts with relevant agencies and regulatory bodies including the Kentucky Transportation Cabinet, Federal Highway Administration, Kentucky Division of Water, Lextran, Lexington Metropolitan Planning Organization and relevant LFUCG Departments. Attend up to five meetings with relevant regulators.
- b) Participate in public outreach, stakeholder meetings, and review committee meetings related to the design of the Town Branch Corridor.
- c) Work with the LFUCG and the corridor design team to establish a project budget for the surface level improvements to the corridor. Provide drawings and materials of proposed surface level improvements for cost estimates. Include two rounds of review and revision of plans to conform to project budget demands.
- d) Attend meetings twice monthly with the corridor design team throughout the Phase I design to ensure successful implementation of the Corridor Design Masterplan. SCAPE will be responsible for reviewing and commenting on the surface level improvements and stormwater improvements proposed by the Phase I Town Branch Corridor Design team during Phase I design.

e) At completion of Corridor Design Team's Phase I Design, review the Corridor Design Masterplan in relation to the approved Phase I Town Branch Corridor Design team deliverable and update the block-by-block plan and section Corridor Design Masterplan to reflect any changes made to roadway and utility alignments in Phase I.

f) AECOM to review and support engineering and sustainable stormwater engineering feasibility. All baseline and survey data collected by Corridor Design team will be made readily and promptly available to Master Planner. SCAPE will attend in-person meetings in Lexington twice monthly, with two people in attendance. Additional meetings will be held/ attended via video and phone conferencing.

g) SCAPE will provide review services during Phase II basis based on the funding allocation in the man-hour estimate.

Work Order #8 – Preliminary Design – Town Branch Park

This work order scope is for the development of the preliminary park design for the Town Branch Park. Below is an outline of the scope along with a definition of who will be responsible for the work product.

PRELIMINARY PARK DESIGN

- SCAPE will provide holistic design leadership for the Town Branch Park project as described below:
    - Town Branch Park Project
        - Prepare conceptual design plans for the park project
        - Coordinate with key stakeholders (LCC, LDDA, BGCG, etc.)
        - Illustrative site models and materials will be provided as an additional future service.
- AECOM as Program Manager will provide management and engineering services as needed.
- AECOM will provide civil engineering for grading plans, drainage, flood issues and stream daylighting, building upon the work of the previous engineering work. Additionally, AECOM will provide structural engineering support for SCAPE.
- All architectural services will be provided by SCAPE, They will develop any accessory structures in the Park to a level sufficient for basic costing purposes.

GETTING STARTED

a) Clarification of scope, budget, limit of work, client task force, and design goals

b) Clarify Project Schedule, Fundraising and Review Milestones

c) Determine Park / site programming and user needs

STAKEHOLDER ENGAGEMENT

a) Participate in coordination & outreach with agencies and Stakeholders

b) Participate in coordination and discussion with LCC / Rupp Team

c) Determine Phasing of Construction relative to LCC and City Needs

DESIGN

DELIVERABLE #1 - Present up to two concept design options based on constraints and opportunities to the client to determine Preferred Option.

i) For fundraising, communications and costing purposes, SCAPE will develop a concept plan update of the preferred option in the form of a Concept Design Report including:

   (1) Site Geometry and Layout in form of Illustrative Plan

   (2) Planting Concept

   (3) Conceptual Grading & Water Concept

   (4) Lighting Concept

   (5) Three perspective views and one rendered section to be produced in house by SCAPE

   (6) Professional renderings by others are not included in this scope of work; however, SCAPE will work with professional renderer or others as directed for presentation & fund raising purposes.

AECOM will provide the following:

- Civil Engineering necessary for cost estimating
- Structural engineering for cost estimating and feasibility review of large site walls and architectural interventions.
- Cost Estimating
- QA/QC

NOTE:

1.) Not included in the scope but available upon request (once a preferred option for Town Branch Park is determined) are additional services that could be used for the fund raising efforts. These include:

   - Physical Site Model suitable for display. Site model and images could be inclusive of larger Town Branch Commons overall project or specific to Town Branch Park.

Work Order #9 – Preliminary Park Design – Karst Commons

This work order scope is for the development of the concept design for the Karst Commons which is the existing parking lots between Phoenix Building and the Kentucky Utilities Building. Below is an outline of the scope along with a definition of who will be responsible for the work product.

PRELIMINARY PARK DESIGN

- SCAPE will provide holistic design leadership for the Town Branch Park project as described below:
    - Karst Commons Park Project
        - Prepare conceptual design plans for the park project
        - Coordinate with key stakeholders (LCC, LDDA, BGCG, etc.)
        - Illustrative site models and materials will be provided as an additional future service.
- AECOM as Program Manager will provide management and engineering services as needed.
- AECOM will provide civil engineering for grading plans, drainage, flood issues and stream daylighting, building upon the work of the previous engineering work. Additionally, AECOM will provide structural engineering support for SCAPE.
- All architectural services will be provided by SCAPE, They will develop any accessory structures in the Park to a level sufficient for basic costing purposes.

GETTING STARTED

a) Clarification of scope, budget, limit of work, client task force, and design goals

b) Clarify & Issue of Project Schedule

c) Workshop to determine Plaza/ site programming and user needs

STAKEHOLDER ENGAGEMENT

a) Participate in coordination & outreach with agencies and Stakeholders

b) Participate in coordination and discussion with LFUCG regarding site aspiration

c) Participate in coordination and discussion with additional programming and ownership partners, including LexTran, YMCA, LexArts, Kentucky Theater and Kentucky Utilities.

d) Lead one public programming and concept design workshop with the public as determined by client.

DESIGN

DELIVERABLE #1 - Present up to two concept design options based on alternate urban design scenarios determined by the client. A Preferred Option will be selected by client at a predetermined time.

i) For marketing and costing purposes, SCAPE will develop a concept plan update of the preferred option in the form of a Concept Design Report including:

(1) Site Geometry and Layout in form of Illustrative Plan

(2) Planting Concept

(3) Conceptual Grading & Water Concept

(4) Lighting Concept

(5) Three perspective views and one rendered section to be produced in house by SCAPE

(6) Professional renderings by others are not included in this scope of work; however, SCAPE will work with professional renderer or others as directed for presentation & fund raising purposes.

AECOM will provide the following:

- Civil Engineering necessary for cost estimating. Study of Town Branch culvert diversion and water reuse
- Structural engineering for cost estimating and feasibility review of modifications/landscape construction around adjacent buildings and structures, including Lextran transit center and removal/integration of MLK overpass and new proposed buildings and pavilions
- Cost Estimating
- QA/QC

NOTE:

1.) Not included in the scope but available upon request (once a preferred option for Town Branch Park is determined) are additional services that could be used for the fund raising efforts. These include:

- Physical Site Model suitable for display. Site model and images could be inclusive of larger Town Branch Commons overall project or specific to Town Branch Park.

Work Order #10 – LCC Coordination

This work order scope is for the AECOM team to act as a liaison for LFUCG to ongoing work by the Lexington Center Corporation (LCC) to develop the Rupp District, including integration of Town Branch Commons and Town Branch Park. Work will include:

Participation in Lexington Convention Center Design/Construction Efforts

Participate in bi-weekly meetings and periodic working charrettes of the LCC Design/Construction Team as a representative of LFUCG. Participate in periodic meetings of the LCC Building Committee to review progress of the Design/Construction effort. Provide city input on site, design and phasing considerations. Review drawing submittals and facilitate appropriate LFUCG reviews.

Rupp District Development Planning

As necessary, coordinate ongoing private and public development in the Rupp District on behalf of LFUCG. Working with LCC, create an updated overall Rupp District Development Plan and the further development of associated projects, including Town Branch Commons and Town Branch Commons Park.

LFUCG Coordination

Working with a representative of the Division of Planning, Preservation & Development, coordinate needed information and support by LFUCG departments and staff. Work could include data, financing, infrastructure and other policy/program coordination. Participate in bi-weekly executive briefings on timely issues for resolution and status of work progress. Provide summaries as necessary.

Communications/Stakeholders

Working in conjunction with LCC and the Town Branch Commons Communications Committee, support ongoing public information and area stakeholder meetings as needed.