

Scope of Services
Transportation Strategy
County of Lancaster, Nebraska

January 8, 2018

PROJECT UNDERSTANDING

The County of Lancaster, Nebraska, desires to retain Olsson Associates (Olsson) to assist in the development of a Transportation Strategy which identifies best management practices for system preservation, optimization and growth.

TASK 1. PROJECT MANAGEMENT

- a. **Project Management** – Olsson’s Project Manager will serve as point of contact, maintain project schedule and budget, and be responsible for coordinating work. Provide regular progress reports with invoices.

Deliverables – Monthly invoices, progress reports

- b. **Project Management Plan** –Olsson’s Project Manager will prepare a Project Management Plan and submit to the county for review and approval within two weeks of a notice to proceed.

Deliverables – Project Management Plan

- c. **Client Core Team Meetings** – Olsson will meet monthly with county staff through the duration of the project. Meetings are anticipated to be held in person, however some members may join virtually and not in person. A total of four meetings are included. Meeting agendas will be distributed in advance of the meeting (minimum 24 hours). Meeting summaries will be prepared following the meeting and distributed to attendees within two days of completion.

Deliverables – Meeting agendas, meeting summaries

TASK 2. COMMUNITY OUTREACH AND ENGAGEMENT

- a. **Transportation Infrastructure Task Force** – Olsson will facilitate meetings with the Transportation Infrastructure Task Force, a group formed by the County. It is anticipated up to four meetings will be attended. Briefing packets will be provided to use with informing the Commission on activities (current and future).

Deliverables – Four presentations, briefing packets for the Commission

TASK 3. PRESERVATION AND OPTIMIZATION

- a. **Meetings with County Staff** – Olsson will meet as needed with appropriate county staff to share information regarding existing practices, design standards, organization, revenue/funding and data.

Assumptions - Up to 6 meetings (group or individual) are anticipated as part of this effort.

Deliverables - Presentation materials, meeting minutes, and documentation and organization of all data received

- b. **Baseline Operations and Standards Documentation** – Upon completion of the meetings with County staff and sharing of data, Olsson will prepare a technical memorandum that summarizes baseline conditions. This technical memorandum will summarize and evaluate, at a minimum, the following information:

- Existing practices
- Design standards
- Relevant past studies
- Requirements of new development
- Budget and revenue structure

Assumptions – County staff will share all existing data, documentation and studies for use in this task. It is assumed that past studies will not be re-evaluated as part of this process. This information will be the basis of the summary memo as deliverables.

Deliverables – Baseline Operations and Standards Technical Memo

- c. **Existing Infrastructure Assessment**

Olsson will evaluate the roadway and bridge conditions based upon data available from the County. Following the evaluation and assessment, Olsson will prepare a technical memorandum outlining the existing conditions and maintenance needs of the current system based upon existing practices and revenue available.

Deliverables - Existing infrastructure assessment technical memorandum

- d. **Peer County Review (Optional Service)** – Olsson will conduct a Peer County Review to gather data on similar counties, including practices, budgets, and system conditions.

Assumptions –Olsson will identify a list of up to twelve (12) potential Peer Counties.

Deliverables – Existing peer county review technical memorandum.

- e. **System Preservation Improvements** – Olsson will provide recommendations for roadway infrastructure preservation based upon a review of peer counties (if desired) and/or national best practices. Cost estimates will be developed for all recommended improvements to the system and a gap analysis will be conducted based upon

existing revenue levels and the improvements necessary to meet the desired levels of service and system condition.

Deliverables - System preservation improvements and analysis technical memorandum

TASK 4. SYSTEM GROWTH STRATEGY

- a. Transportation Investments and Policy** – Olsson will document and evaluate the county’s transportation investments over the past 5 to 10 years. The funding sources and partners will also be identified. The purpose will be to create an understanding of the general types of investments the county makes, where and what types of projects are most prevalent.

- Review and summarize county budget documents and capital improvement plans
- Identify sources of project funding by project type

Olsson will also review and evaluate the county’s policies for serving new development with transportation infrastructure. Key questions and issues to evaluate include:

- Roadway standards
- Developer requirements for new roads and off-site improvements
- County participation in roads serving new development

Deliverables – Technical memorandum summarizing the County’s existing transportation investment policy.

- b. Gap Analysis** – Olsson will review the County’s budget to determine the currently available levels of funding for transportation projects. Olsson will identify the funding gap for system growth.

Deliverables – Technical memorandum summarizing the gap analysis

- c. System Growth Strategy** – Olsson will develop a system growth strategy that includes a decision-making matrix to assist in providing the county with quantitative data on which to weigh their decisions. Cost estimates will be developed for initial capital investments as well as ongoing maintenance and operations to allow the county to develop a clear picture of the resources needed to maintain the expanded system to the desired level.

Deliverables - Technical memorandum summarizing growth strategy

- d. Funding and Financing Options** – Olsson will identify funding sources and financing options to pay for the investments identified in the System Growth Strategy. The format of these options will be as a menu of recommended policy changes or funding initiatives to increase available revenue in an equitable manner for stakeholders, investors, developers, and residents of the county.

Deliverables – Menu or recommended policy changes / funding initiatives

TASK 5. FINAL DOCUMENTATION

- a. **Draft Final Report** – The technical memorandums and findings of the transportation infrastructure task force will be summarized in a final report. A standalone executive summary (approximately 4 pages) will also be prepared. Submittal of the Draft Final Report and Executive Summary will be in digital format.
- b. **Presentation of findings to County Board** – The results of this study and the findings of the transportation infrastructure task force will be presented to the county board.
- c. **Final Report** – Following the county board presentation and receipt of comments on the Draft Final Report, the Final Report and Executive Summary will be prepared and submitted to the County in digital format. Five (5) hard copies of the Final Report and twelve (12) hard copies of the Executive Summary will also be submitted.

SCHEDULE

It is anticipated this project will take approximately six (6) months to complete.

Fee Schedule

Base Fee	\$72,000
Optional - Peer County Review	\$15,000
Total Fee	\$87,000
Expenses billed at cost, up to	\$8,000
Total Fee Plus Expenses	\$95,000