

SCOPE OF WORK

Task 1: Refine Scope of Work

Approach:

- A. Refine Scope of Work including any additional tasks necessary to successfully complete the study.

Outcome/Product/Deliverables:

Revised Scope of Work

Task 2: Project Management

Approach:

- A. Describe activities that are required to manage the Study including staffing, equipment, and documentation.
- B. Provide monthly progress reports to the CAG Transportation Project Manager, documenting travel and expense receipts and prepare and submit invoices.
- C. Organize a kick-off meeting, monthly progress meetings, and other identified meetings, with the Partner Agencies and/or the TWG including preparation of associated agendas, supporting data, and summary notes.
- D. Identify and maintain contact information for key person interviews, and groups for stakeholder participation.

Outcome/Product/Deliverables:

Project Management Strategy

Task 3: Stakeholder Participation

Approach:

- A. Work with the Partner Agencies to finalize the composition of the Technical Working Group (TWG).
- B. Work with the TWG to identify stakeholders with whom coordination should occur.
- C. Prepare a schedule of TWG meetings and two stakeholder interviews/workshops that will occur throughout the Study process.
- D. Prepare a public participation plan that incorporates the schedule of TWG meetings and stakeholder interviews/workshops, anticipated board, and committee presentations, and other targeted techniques to educate, communicate, and reach consensus among participating agencies.

Outcome/Product/Deliverables:

Public Participation Plan

Task 4: Existing Transit Services and Governance Structures

Approach:

- A. Review transit study documents and results of previous efforts to identify current and future transit services and operations. Inventory should include all sources of funding currently utilized to provide transit services within Pinal County.
- B. Identify the functions of the transit services that are desired to be implemented.

Outcome/Product/Deliverables:

Technical Working Memorandum 1

Task 5: Governance Peer Agency Review

Approach:

- A. Analyze the formal structure of up to four (4) model transit agencies, including historical information, development process, governing and operating structures, funding, and legal authorities.
- B. Prepare an overview of each governance model including changes in the operating structures and funding, strengths, weaknesses, opportunities, and challenges.

Outcome/Product/Deliverables:

Technical Working Paper 1

Task 6: Governance Assessment and Recommendation

Approach:

- A. Based on the results of the Governance Peer Agency Review in Task 5, evaluate how to approach/accomplish the transit services in the Existing Transit Services and Governance Structures of Task 4.
- B. Document the effectiveness of each approach including advantages and disadvantages.

- C. Identify all sources of funding available for the operation and expansion of transit services including funding opportunities that can be combined or leveraged and in compliance with the rules and regulations of the Federal Transit Administration Section 5310 and 5311 programs.
- D. Develop a recommended governance structure including the timing in which it should be implemented.

Outcome/Product/Deliverables:

Technical Working Paper 2

Task 7: Governance Implementation Strategy

Approach:

- A. Based on the results in the Governance Assessment and Recommendation of Task 6, provide a clear and comprehensive guide on how to implement the governance structure including final acceptance of the Study from the TWG and appropriate recommended governing bodies for approval.
- B. Define roles and responsibilities for each agency and any associated assets including the transfer of professional and contractual staff, equipment, capital assets and facilities, necessary agreements, legal issues, and training.

Outcome/Product/Deliverables:

Final Report – Five (5) bound hard copies and a reproducible original of the Study in PDF format. All meeting summaries and technical analyses will be included in the appendix of the Study.

Task 8: Document Title VI Implementation Activities

Approach:

- A. Perform a basic Limited English Proficiency 4 factor analysis that includes recommendations and pricing to reduce potential significant impacts in relation to the CAG Title VI Plan.
- B. Ensure that the requirements of Title VI and related authorities that include Executive Order 12898, Environmental Justice, are considered and applied in all implementation /operation planning stages in throughout the Study.
- C. Provide a technical memorandum documenting compliance and activities with the applicable requirements of Title VI and Environmental Justice as they pertain to this Study.

Outcome/Product/Deliverables:

CAG Title VI Compliance Documentation Memorandum

In the event, ADOT and/or Partner Agencies, add to the specific Study requirements as described in this scope, such modifications shall be permissible as long as they are within the function of the Study. If such a change will represent a significant change in expectation on the CONSULTANT and a price change is required, a budget will be submitted by the CONSULTANT and the pricing for the additional services work to be performed under this Study shall be negotiated. Continuation of the contract is contingent on the CONSULTANT'S ability to perform all functions under this Study. If a price cannot be negotiated for the additional services, the contract may be terminated.

Deadline: Entire Study should take twelve (12) months.