

Wilson Corridor Study
Alta Planning + Design, Inc.

Scope of Work and Services

Task 1: Project Management

TASK 1.1 KICKOFF AND ADMINISTRATION

The Alta team will conduct a virtual kickoff meeting to discuss and review project scope and deliverables, project management, and project expectations. This will include invoicing, progress reports, detailed milestone schedule, data and information needs, strategy for the public involvement process, and establishment of parties requiring continuous involvement in the process. If necessary, changes to the work program will be made at the conclusion of the meeting, and a more detailed and refined work program and schedule will be submitted to the Client Team (Teton County and WYDOT).

TASK 1.2 STEERING COMMITTEE MEETINGS

The Alta team will lead up to four (4) Steering Committee meetings. We will prepare working papers and agendas for committee review. The anticipated meeting agendas are as follows:

- Meeting 1: Project goals and performance metrics, existing study review, existing conditions analysis
- Meeting 2: Preliminary concepts/concept evaluation
- Meeting 3: Preferred concept
- Meeting 4: Implementation/draft plan

TASK 1.3 BI-WEEKLY COORDINATION MEETINGS

The Alta Team will conduct up to eight (8) bi-weekly coordination calls during the lifecycle of the project to update Steering Committee members on progress towards deliverables, solicit feedback, and coordinate next steps and action items among the team.

Task 1 Deliverables

- Kickoff meeting agenda and facilitation
- Final project scope and schedule
- Data needs memo
- Facilitation of up to four (4) Steering Committee meetings
- Facilitation of up to eight (8) bi-weekly coordination meetings

Client Deliverables

- Existing GIS Base data in map package format; Existing Microstation or Autocad files for existing or planned projects
- Existing traffic counts

Task 2: Project Initiation

TASK 2.1 EXISTING STUDY REVIEW

The Alta team will review the following documents to assess the planning and transportation context for the Study:

- The 2007 Pathways Master Plan

- The Jackson/Teton Comprehensive Plan
- The Jackson/Teton Integrated Transportation Plan
- WYDOT Highway 22 and 390 Planning and Environmental Linkages Study
- 2001 Wilson Community and Transportation Charrette Report
- Teton County Wildlife Crossing Master Plan

Alta will compile information from the various studies and weave it into the applicable existing conditions analysis sections identified in Task 3. Alta will also develop a matrix of previously discussed goals and objectives from these plans to serve as a foundation for development of Task 2.2.

TASK 2.2 PROJECT GOALS AND PERFORMANCE METRICS

After compiling goals from prior studies (identified in Task 2.1), the Alta team will group previously identified goals into themes such as community character, economic development, bicycle and pedestrian design, vehicular operations, maintenance, safety, and regional transportation. This matrix will serve as a foundation for a collaborative exercise with the Steering Committee to identify specific goals for this study. After building consensus around project goals, the we will develop metrics that will be used to evaluate the preliminary concepts described later in Task 5.1.

Task 2 Deliverables

- Existing studies review with goals matrix
- Identification of goals and corresponding performance metrics

Client Deliverables

- Client will provide existing studies not publicly available online

Task 3: Existing Conditions Analysis

TASK 3.1 ROADWAY INVENTORY AND NETWORK ANALYSIS

The Alta team will review relevant WYDOT highway design criteria pertaining to the WYO 22 corridor. The team will then evaluate and document existing conditions along the corridor against WYDOT criteria to determine deficiencies, including roadway ownership, encroachments, roadway geometrics, START transit stops, and access management standards.

The Alta team will obtain AM (7:00 am - 9:00 am) and PM (4:00 pm – 6:00 pm) turning movement counts to analyze up to three intersections in the study. The three intersections to analyze are:

- HHR Ranch Road
- Second Street
- Fall Creek Road / West Street

Alta will consider level of service and 95th percentile queues for left turn access under the assumption that a three-lane roadway cross-section is ultimately desired. Alta will make the appropriate short and long-term recommendations for improvements to the system to bring it up to an acceptable level of service standard while seeking to preserve comfort and safety for all roadway users. Finally, the Alta team will review crash data provided by WYDOT, identify potential counter-measures to address safety issues, and cross-reference any wildlife crash hot spots with mitigation strategies identified in the 2018 Teton County Wildlife Crossings Master Plan.

TASK 3.2 LAND USE INVENTORY

Alta will compile, map and document existing land uses throughout the study area, assessing their impact on the surrounding transportation system, including vehicular needs, active transportation connections, parking, and access.

TASK 3.3 EXISTING PEDESTRIAN/ BICYCLE CONNECTIVITY

The Alta team will analyze bicycle and pedestrian conditions and circulation patterns throughout the study area. This will include inventorying existing sidewalks, pathways, existing pedestrian crossing locations, desired crossing locations (based on public input), as well as planned facilities from previous efforts and projects in-design such as the missing segment of Path 22. Conflict areas with existing or proposed pedestrian routes or bikeways will be identified.

TASK 3.4 PARKING ANALYSIS

Parking is a critical issue in the success of this study. In order to make well-informed decisions regarding parking, we will inventory existing parking supply provided both within and outside of the WYO 22 ROW throughout the study area. Tallies of parking capacity will be counted for private parking, private parking encroaching into the ROW and parking adjacent to the highway. Parking counts will be conducted at four (4) times (7:00 am, 11:00 am, 4:00 pm, and 7:00 pm) during a typical weekday, and two (2) times (11 am and 7 pm) during a typical weekend.

TASK 3.5 OPPORTUNITIES AND CONSTRAINTS MEMO

Alta will consolidate the previously described Task 3 subtasks into a comprehensive, multi-modal opportunities and constraints analysis for the corridor. We will summarize key components and challenges of the existing network and potential opportunities to be explored for new connections or enhancements in the pedestrian, bicyclist, transit user, and motorist experiences and networks. Alta will combine this data and analysis into a summary memo, describing what has been learned, how it impacts the corridor design, and where improvements are needed most. The team will utilize clear and simple graphics to illustrate the key information with the intention of repurposing these graphics for use during future public engagement activities.

Task 3 Deliverables

- Roadway inventory and network with deficiencies, vehicle level of service analysis, and crash analysis
- Land use inventory including existing and proposed land uses
- Bicycle and pedestrian connectivity including existing and proposed pathways, sidewalks, and bikeways and desire lines for future connectivity
- Parking analysis including supply and demand
- AM / PM Peak hour turning movement counts for up to three intersections

Client Deliverables:

- Client will provide existing traffic counts for study area intersections
- Client will provide available crash data

TASK 4: PUBLIC ENGAGEMENT

TASK 4.1 EXISTING CONDITIONS DEEP DIVE

The proposed agenda for the Existing Conditions Deep Dive is as follows:

- **Day 1: Steering Committee #1 – Goals / Existing Conditions Analysis presentation**
Alta will present the preliminary goals, performance metrics, and existing conditions analysis to the Steering Committee for review and feedback.
- **Day 2: Stakeholder Listening Sessions/Walking Tours**
Alta will lead a series of walking tours, or conduct standard interviews with a diverse cross-section of key stakeholders including local business owners, WYDOT staff, Teton County School District representatives, pathways advocates, or other key local stakeholders. This approach will provide an opportunity for one-on-one input from the project’s most affected impacted stakeholders.
- **Day 2 (evening): Existing Conditions Open House**
Alta will facilitate an open house at a local community venue such as the Wilson Elementary School or the Old Wilson Schoolhouse Center. The purpose of this first workshop will be to present the project’s goals and scope, introduce the project team to residents, and, primarily, to listen to the community. The public will be invited to study a roll plot of the study area and place sticky notes and pins on the map to identify circulation needs and desires. Alta will also facilitate a “design your own cross-section” exercise that will allow open house participants to design their own WYO 22 cross-section while expressing priorities and learning trade-offs between different configurations.

Alta will develop one piece of collateral (e.g., postcard, flyer, or social media press release) to promote the event. We will rely on the Steering Committee to help advertise the meeting through their respective channels and networks. Following the open house, Alta will post a proprietary and customized online engagement website that will allow users to provide similar input to the live workshop with the goal of maximizing input and hearing from other voices that may not be able to be present or speak up at a public meeting. All public input via the live open house and via the online materials will be documented, compiled, and summarized.

TASK 4.2 CONCEPT DEVELOPMENT DEEP DIVE

The proposed agenda for the Concept Development Deep Dive is as follows:

- **Day 1: Steering Committee Workshop/Concept Development Production**
Alta will facilitate a half-day workshop with members of the Steering Committee to present and refine preliminary concept alternatives for the corridor. We anticipate working with the committee in a collaborative fashion to “dive deep” into a variety of topics such as parking, regional transportation, Complete Streets, traffic calming, WYDOT requirements and safety.
- **Day 2: Production/Field Work/Stakeholder Concept Vetting**
Alta will refine the preliminary concepts based on Steering Committee input and schedule one-on-one meetings with outside key stakeholders to further refine preliminary concepts
- **Day 3: Steering Committee Meeting #2 - Preliminary Concepts/Concept Evaluation**
Alta will present the refined preliminary concepts to the Steering Committee on Day #3 along with a proposed concept evaluation process.
- **Day 3 (Evening) Preliminary Recommendations Open House**
Alta will present the refined preliminary concepts to the public via an open house

TASK 4.3 RECOMMENDATIONS OPEN HOUSE

Following refinement of the preferred concept, Alta will host a public open house to present the recommendations to the general public. Alta will again develop one piece of collateral to promote the event. The intent of this meeting will be to show the community that the team has heard their concerns and desires for the corridor and these concerns have been addressed in the study. Comments will be received at the meeting and, following consultation with the County, incorporated into the draft plan.

Task 4 Deliverables

- Existing Conditions Deep Dive including:
 - Stakeholder listening sessions notes
 - Facilitation of the existing conditions open house including documenting feedback
- Concept Development Deep Dive including:
- Steering Committee workshop
- Concept vetting with key stakeholders
- Recommendations Open House including documenting feedback

Client Deliverables:

- Reservation of open house meeting locations
- Promotion of meetings and distribution of Alta-supplied meeting collateral

Task 5: Recommendations

TASK 5.1 PRELIMINARY CONCEPTS

Following the existing conditions analysis and Deep Dive, the Alta team will develop a series of recommendations and design concepts for the corridor. Our concepts will focus on developing transportation recommendations that serve a broad range of goals and initiatives such as Complete Streets, regional transportation, economic development, placemaking, Safe Routes to School, recreation, and safety to name a few. Concepts will be communicated through plan view drawings, sections and perspective renderings to thoroughly illustrate the proposed suite of improvements and allow stakeholders to accurately envision the proposed improvements. Up to two (2) alternatives will be developed for each of the three primary intersections (HHR Ranch Road, 2nd Street, Fall Creek Road) in the study area and studied via an operational analysis using HCS. If traffic volumes warrant additional analysis and safety measures then further analysis would need to be conducted and is not part of this scope.

TASK 5.2 CONCEPT EVALUATION

In order to facilitate identification of a preferred concept, the Alta team will develop a scoring methodology to rank proposed improvements or alternatives. This methodology will be based heavily upon the goals and metrics identified in Task 2.2. In addition, criteria such as constructability, project readiness, environmental impact, public support, or cost may also be incorporated. Recommendations or alternatives that score well in relation to project goals but have lower feasibility criteria may be included as long-term options in the preferred concept.

TASK 5.3 PREFERRED CONCEPT

Based upon the scoring of the preliminary concepts, Alta will select alternatives or a suite of improvements to further develop into a preferred concept. If left turn volumes are high at specific intersections, Alta will use Synchro to model queues and needed storage. One 3D rendering will be

developed at a key location along the corridor to communicate the proposed improvements and illustrate the interface with adjacent properties. Alta will coordinate with the ongoing transit planning process to coordinate any associated transit improvements that may affect the corridor. The preferred concept will consist of 10% design for the proposed corridor developed in CAD. This will include proposed striping, edges of pavement, curbs, and other horizontal layout elements.

Task 5 Deliverables

- Preliminary concepts including plan views, cross- sections, and narratives
- Development and execution of an evaluation system to assess the various concepts and proposed recommendations
- Preferred concept including 10% roadway and striping plans and up to one (1) 3D rendering

Client Deliverables

- Compiled and reconciled comments on preliminary and preferred recommendations

Task 6: Implementation

TASK 6.1 IMPLEMENTATION STRATEGY

The Alta team will develop an implementation strategy approach that identifies near-term, mid-term, and long-term projects and strategies for achieving the goals of the plan. Strategies may include infrastructure improvements, policies, and programmatic improvements to offer a comprehensive approach to achieving the desired project outcomes.

For each strategy, we will identify a lead agency, strategy description, potential partners, funding sources, and general timeline. Developing a thorough list of strategies and projects with assigned roles will help ensure that this plan does not sit on the shelf, but results in transformative change.

Bob McLaurin of Y2 will lead this task building on his years of experience working as Jackson’s Town Manager.

TASK 6.2 COST ESTIMATES AND FUNDING SOURCES

The Alta team will also develop one planning-level cost estimate for the various infrastructure improvements identified as part of the preferred concept. Alta will host a “funding roundtable” with potential funding agencies to brainstorm funding sources and approaches for specific projects and components of the preferred concept.

Task 6 Deliverables

- Implementation strategy narrative
- One project-specific cost estimate with compatible funding sources

Client Deliverables

- One round of compiled and reconciled comments on the implementation strategy, cost estimates, and funding

Task 7: Draft Plan and Final Plan

TASK 7.1 DRAFT PLAN

Alta will compile and integrate the previous deliverables into a graphically-rich final plan that documents the process including analysis, public input, consideration of alternatives, refinement of the preferred concept, and implementation guidance. Alta will respond to one round of reconciled and consolidated comments from the Steering Committee.

TASK 7.2 FINAL PLAN

Alta will supply the Client Team with all native files and a digital version of the final plan.

Task 7 Deliverables

- Illustrative draft plan consisting of compiled prior tasks and one round of revisions based on a reconciled and consolidated list of comments
- Final plan including all native files

Client Deliverables

- One round of compiled and reconciled comments on the draft plan