

SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION

Scope of Services

Terrebonne Parish

Houma-Thibodaux Metropolitan Planning Organization

October 16, 2017

Project Description

This project will review the feasibility of installing a sidewalk along LA 316 (Bayou Blue Road) in Terrebonne Parish. The map below (Figure 1) shows the project location.

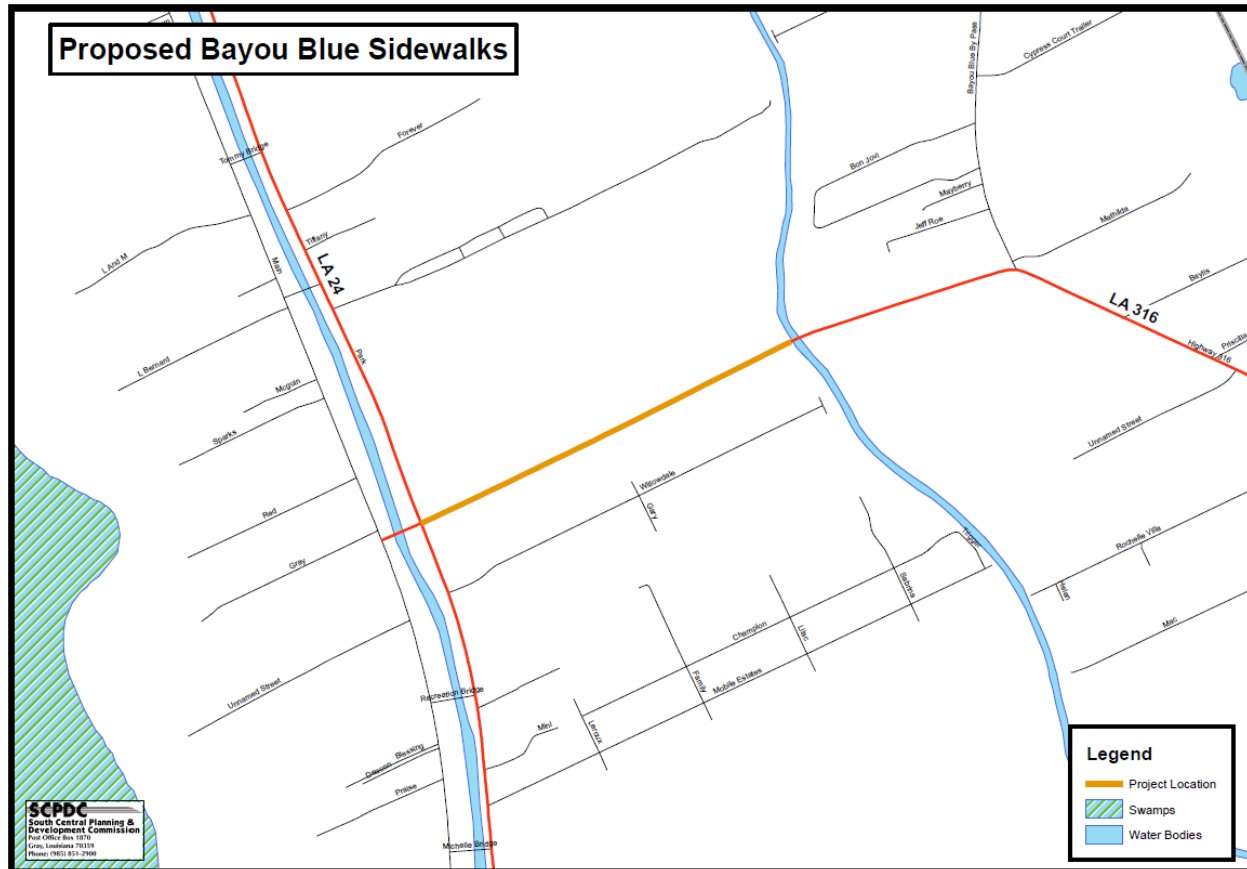


Figure 1: Bayou Blue Road Vicinity Map

The South Central Planning and Development Commission (the MPO) and its Consultant will conduct a field evaluation of existing conditions and develop a Stage 0 for the sidewalk.

Task 1: Project Timeline and Kick-Off Meeting

The MPO or its Consultant shall coordinate a project initiation meeting for this project to be held at SCPDC. The purpose of this meeting will be to obtain the background information of the area relative to this project and to obtain views from various agencies. The MPO or its Consultant will prepare a draft project schedule including major milestones (Project Management Committee meetings, site visits, draft reviews, final report submission, etc.). The timeline will be submitted at a project kick-off meeting that will include the Consultant, SCPDC staff, LADOTD 02, LA DOTD Headquarters liaison, Terrebonne Parish Engineering Department, and other appropriate Terrebonne Parish Consolidated Government staff. Other stakeholders will be invited as may be necessary. The kick-off meeting will take place within two (2) weeks of the Notice to Proceed.

Task 2: Project Management Committee (PMC)

The MPO or its Consultant will assist Terrebonne Parish staff in establishing and supporting a Project Management Committee to guide the technical work effort and to review the Consultant's work products. The PMC will include SCPDC staff, LADOTD 02, and representatives of Terrebonne Parish Consolidated Government staff as deemed appropriate. The MPO or its Consultant will provide all necessary agendas, handouts, and exhibits in advance of the PMC meetings for TPCG review and approval and prepare summary minutes of the meetings.

Task 3: Site Investigation, Data Collection, and Analysis

The MPO or its Consultant will conduct site investigations in order to determine existing conditions. This site investigation should document land-uses, travel patterns, and roadway access at the intersection. This investigation will include obtaining relevant transportation and land-use plans, including, but not limited to, the regional transportation plan, the parish comprehensive master plan, and existing conceptual geometric layouts of the proposed projects in the vicinity to understand the transportation mobility and accessibility in the region.

Site visits will be conducted and supplemental data collected as necessary in order to gather and record land-uses, structure types and vacancy status for structures within the vicinity of the project concepts, information regarding utilities, environmental conditions, and cultural and historical resources.

Task 4: Identification of Alternatives/Preliminary Layout

The MPO or its Consultant shall prepare alternatives to help determine the most feasible location for of the sidewalk. Preliminary engineering design will be conducted for the purpose of determining the footprint of the sidewalk. Alternatives will be approved by the PMC before proceeding to Task 5.

Task 5: Environmental Checklist

The MPO or its Consultant will research all potential environmental "show stopping" constraints or issues that influence early determinations of the projects feasibility, timing, and cost to both the natural and human environment for each identified alternative. The MPO or its Consultant will identify any major community issues impacted by the project during construction and operational phases of the project. LADOTD's Stage 0 Environmental Checklist will be utilized to document the results of the preliminary environmental review. The MPO or its Consultant will assess any potential mitigation cost that could possibly be incurred in future stages of the development of the project for each project conception studied in the report. All field investigations to assess environmental issues or impacts shall be accomplished by conducting a windshield survey and researching internet websites.

Task 6: Opinion of Probable Cost

The MPO or its Consultant shall prepare an estimate of engineering fees, right of way acquisition, utility relocation, and construction costs associated with the build condition for each identified alternative.

The MPO or its Consultant shall develop a preliminary cost estimate for the selected alternative concept. The project cost will include an estimate for right-of-way for all land and improvements situated within the proposed right-of-way (all alternatives considered). The project costs will also include potential

October 16, 2017

commercial and/or residential relocation costs. Utility relocations costs, construction costs, environmental (i.e. document, mitigation, etc.) costs, and design engineering costs are also to be considered and addressed in the conceptual cost estimate.

Task 7: Meetings and Coordination

In addition to the Project kick-off meeting, the MPO and its Consultant will attend the following meetings as required by the project:

- A. A minimum of one (1) meeting with the PMC for the purpose of reviewing the findings of the work delineated in Tasks 3 & 4.
- B. A minimum of one (1) meeting with the PMC for the purpose of reviewing the work delineated in Tasks 5 and 6.

In addition, the Consultant shall:

- Submit monthly progress reports to the LADOTD Coordinator and PMC members
- Coordinate and review work by Sub-Consultants (if any)

The Consultant will receive prior approval from TPCG prior to initiating these contacts and prepare summary meeting minutes for review and discussion with the PMC.

Task 8: Report Documents

The MPO or its consultant will compile all documentation and recommendations related to the first seven tasks delineated in this scope and submit to DOTD.

TIMELINE: **12 Months**

Budget: **\$20,000**