



## STATE OF HAWAII

# SCOPE OF SERVICES

### Scope Summary

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The goal of this project is to assess the multi-modal transportation needs of the Central Oahu region, and identify key transportation system improvements, strategies, and policies that can improve regional transportation mobility and access in a sustainable way. The study shall develop desired multi-modal strategies and system improvements that are technically feasible, financially realistic, sustainable, and meet regional transportation needs.

**Task 1: Coordinate and review past and on-going traffic, transit, and land use studies prepared by other agencies, establish a project management working group, and stakeholder involvement process.**

The goal of this task is to ensure that existing and on-going studies inform the outcomes of this project for consistency and maximum coordination across agencies.

#### 1.1 Identify existing and on-going studies relevant to this project

The Contractor shall research and identify existing and on-going studies that have been or are underway by the State of Hawaii Department of Transportation, the City and County of Honolulu Department of Transportation Services, the Honolulu Authority for Rapid Transportation, OahuMPO, and the City and County of Honolulu Department of Planning and Permitting (collectively, "the cooperating agencies").

Deliverables:

- 1.1a: A listing of existing and on-going studies that has been developed in cooperation with the cooperating agencies
- 1.1b: A technical report summarizing the analysis of each of those studies identifying factors and other considerations relevant to the goals of this project

#### 1.2 Establish a project management working group.

The Contractor shall establish a project management working group with which it consults on a regular basis for guidance on project oversight, direction and feedback to the Contractor, while the day-to-day management of the study, the details of data being gathered, memoranda and/or reports being prepared, etc., is the responsibility of the Project Manager. It is assumed throughout this RFP that especially those reports wherein the Contractor proposes criteria and/or assumptions, all decisions concerning the application of those criteria and/or assumptions will be made in consultation with the project management working group.

Deliverables:

- 1.2a: A schedule to be set for meetings of the project management working group in consultation with the cooperating agencies' staff. The project management working group may initially meet more often than once a month



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but, then, meet only as necessary to receive updates, accomplishments, etc., from the Project Manager and Contractor.

1.2b: Agendas for each of the meetings to be coordinated with the Project Manager at least ten working days in advance of the scheduled meeting date.

1.2c: Minutes of each meeting identifying the date, time, and place of the meeting, who was in attendance, and the topics discussed and any decisions taken at the meeting. In addition, the minutes shall clearly define any follow-up actions required on the part of the Contractor and/or the cooperating agencies.

### 1.3 Establish a stakeholder involvement process

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The Contractor shall coordinate with the project management working group to establish an early and on-going stakeholder involvement process that conforms to the requirements of the OahuMPO's Participation Plan.

Deliverables:

1.3a: A listing of stakeholders, including members of the general public and those "traditionally underserved," as defined in Title VI of the United States Code as well as Executive Order 12898 (1994) related to environmental justice.

1.3b: A plan for soliciting input from stakeholders early in and continually throughout the study.

1.3c: A summary of input provided by stakeholders and documentation of the disposition of those comments.

1.3d: A technical report identifying the key factors resulting from the stakeholder involvement process that are incorporated into the final study report.

### 1.4 Identify relevant transportation user surveys that may inform or provide details not necessarily documented in the existing and on-going studies identified in subtask 1.1, above.

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The Contractor shall coordinate with the cooperating agencies to determine what transportation user surveys have been conducted that have relevance to the area and goals of this project, obtain survey results, and supplement the analysis done in subtask 1.1, as appropriate, and, if necessary, conduct an additional survey.

Deliverables:

1.4a: A listing of transportation user surveys that have been conducted by the coordinating agencies relevant to Central Oahu since 2000.

1.4b: A survey, if required, conducted to supplement information from prior surveys required to inform critical aspects of this study.

1.4c: A technical report summarizing analysis of the survey results documenting how they may affect or be incorporated into the analyses done in subtask 1.1.















