EXHIBIT A
Scope of Services

Metropolitan Transportation Plan Update
Joplin Area Transportation Study Organization (JATSO)

February 5, 2020

PROJECT UNDERSTANDING

The Joplin Area Transportation Study Organization (JATSO) is seeking to develop an updated Metropolitan Transportation Plan to fulfill federal requirements of a metropolitan planning organization and to identify and plan for future transportation enhancements.

PHASE 0 – 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 of subconsultants. Provide regular progress reports with invoices.

   Deliverables – Project management plan, monthly invoices, progress reports

b. **Client Core Team Meetings –** The Olsson team will meet with JATSO staff through the duration of the project. Meetings are anticipated to be held in person. A total of four (4) 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

c. **Community Staff Meetings –** The Olsson team will meet individually with key staff from Joplin, Webb City, Carl Junction, and Harry S. Truman Coordinating Council to understand each community's individual transportation issues. One (1) meeting with each community are assumed for a total of four (4) meetings.

d. **FHWA Meeting** – Two meetings with FHWA to discuss process, deliverables, and preferences on MTP Update. The meetings are anticipated to be held at FHWA's office in Jefferson City, Missouri.

PHASE 1 - COMMUNITY ENGAGEMENT

Task A - Kick off meeting to develop a Public Engagement Plan. Discuss any previous public ideas that became realities in the metropolitan area and how that process was performed. This kick-off meeting will be in conjunction with the first Core Team Meeting.

Task B - Establish communication techniques. This could include postings to the following sites: municipal Facebook pages, municipal websites, Chamber of Commerce website, etc. Non-digital sources will also be explored, including: print,

radio, and TV advertisements. A key element will be providing information and/or graphics to various local government departments to determine the most effective type of communication, which could include: written descriptions, graphics, photos, videos, maps, and/or data visualization. Olsson will provide the content for these advertisements. JATSO will coordinate with local sources to disseminate provided advertisements.

Task C - Hold public open houses in the metropolitan area. Two (2) meetings are anticipated – one (1) focused on existing conditions, constraints, and opportunities; and one (1) when the draft Metropolitan Transportation Plan has been developed. The public open houses inform the public about the project's overall goals and objectives, assess how project values align with community values, present current conditions, and invite discussion of transportation opportunities and needs. The visuals for these meetings will be simple, easy to understand, and create a positive dialogue. This type of engagement is critical to fostering future engagement beyond this project. Participants of the open houses would be asked to participate in stakeholder meetings (if interested and available). It is assumed JATSO staff will secure and pay for (if required) the meeting space.

Task D - Form two committees to guide the project: a Technical Advisory Group (TAG) and a Citizen Advisory Group (CAG). The TAG would provide oversight regarding goals, standards, and concerns, and its membership would consistent of technical and subject matter experts. It is anticipated that the TAG will also aid in the determination of the project goals, objectives, and primary decision-making process. The CAG will provide citizen perspectives, concerns, ideas, and preferences, and consist of general members of the public. The Olsson team with work with JATSO staff to form these committees. A total of three (3) meetings with each group are anticipated through this process, held on concurrent days, for six (6) meetings total.

Task E - Conduct up to six (6) stakeholder meetings with key representatives from agencies including MoDOT, FHWA, chambers of commerce / economic development councils, school districts, etc.

Deliverables – Public Engagement Plan; Content for advertising; Public open house meeting materials (including JPEGs or PNGs of logos)

PHASE 2 - GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

Task A - Develop draft Vision Statement, Goals, and Objectives. While previous plans are anticipated to serve as a starting point, it is anticipated that new goals and objectives will be developed for this update.

Task B - Develop Performance Measures. Performance measures will provide a means for measuring success over the established period determined within the goals and objectives. Performance-driven decision-making is a key theme identified in federal legislation, and it will also be valuable at the local level. We will develop a framework for performance, based on input provided through the two committees and the public's involvement. This framework is expected to include the following:

- Improving safety in all modes of transportation.
- Addressing existing and projected deficiencies.
- Inclusion of public transportation (i.e., fixed and flex bus routes).

- Inclusion of freight and system performance that supports commercial and economic activity.
- Integration, expansion, and interconnectivity of non-motorized transportation alternatives, including bicycle and pedestrian infrastructure in development of the plan.
- Transportation equity, with special attempts to include and engage the traditionally underserved and underrepresented in the planning process.
- Assessment and consideration of sustainability and impacts on the environment.
- Improvements to mobility and accessibility within the region.
- Potential impact of future, disruptive technologies.

Task C - System Performance Report – Pursuant to 23 CFR 450.324, Olsson will develop/update the progress achieved toward meeting performance goals based upon the most recent data available for evaluating the condition and performance of the transportation system.

Phase 3 - Existing Conditions Inventory and Analysis

Task A - Review of Existing Plans. Olsson will review and summarize existing available data and studies to serve as a starting point for this plan, including but not limited to:

- City of Joplin Comprehensive Development Plan
- City of Webb City Comprehensive Development Plan
- City of Carl Junction Comprehensive Development Plan
- Joplin Metropolitan Area Origin-Destination Study
- Joplin Airport Master Plan
- Joplin Area Transportation Study Organization Transportation Improvement Program
- Joplin Transit Study
- Joplin Chamber of Commerce Vision 2020 Plan
- City of Joplin Capital Improvement Program
- Harry S. Truman Coordinating Council Transportation Plan
- Bicycle and Pedestrian Transportation Plan Update
- MoDOT Long-Range Transportation Plan
- MoDOT Statewide Freight Plan
- MoDOT Blueprint for Safety

Task B - Review Existing Data. Olsson will review available data to be incorporated into the Metropolitan Transportation Plan, including but not limited to:

- Traffic volumes
- Crash data
- Existing street network, truck routes, sidewalk connectivity, trail and bicycle lane inventories
- Planned future roadways
- Zoning
- Socio-economic data
- All available geographic information system (GIS) files

This inventory will be used to identify the existing conditions, including traffic congestion, freight mobility, high crash locations, and gaps in sidewalks, bicycle

lanes, and trails. This information will be described in narrative form and in using visuals, including mapping and photographic imagery.

Task C - Establish an Integrated Transportation Network –Olsson will establish the existing integrated transportation network identifying the existing auto, truck/freight, transit, pedestrian and bicycle networks in separate GIS layers.

Task D - Multimodal Level of Service (LOS) (Optional Service) –Olsson will develop a multimodal Level of Service (LOS) to analyze and document the impacts of changes to street right-of-way by reducing lane width, improving sidewalks, adding transit, or adding bicycle treatments. In addition to using a multimodal LOS, Olsson will perform an evaluation based on the Institute of Transportation Engineer's (ITE's) "Planning Urban Roadway Systems: An ITE Proposed Recommended Practice."

Task E - Land Use Context – Roadway types will be defined using the transect approach or similar land-use categorization. Such categories could include land uses (residential, commercial, industrial/ warehouse) and context zones (rural transition, suburban, urban, downtown). This land use context will help to identify many elements of the ultimate street typologies, as later defined.

Task F - Street Typologies – Define the street typologies that will be used moving forward. These typologies will be developed based on the land-use context defined in the existing conditions segment and overlaid with the of the local municipalities, which will define the future context. Olsson will work with the TAG to refine the functional classification, to develop system-based networks for each model, and to define street typologies. Principal characteristics will define streets typologies throughout the documents, although different plans emphasize different characteristics. These characteristics may include:

- Roadway size (number and width of lanes)
- Land use context (existing and future)
- Transportation modes (from the integrated multimodal network)
- Roadway form (parking, sidewalks, bike lanes, trails, streetscape, utilities, etc.)
- Traffic volumes
- Connectivity (arterials, collectors, locals, etc.)
- Access management
- Motorized design speed

Deliverables – Existing Conditions summary

Phase 4 – TransCAD Update

Olsson and JATSO will update the base year model to reflect the most recent data available. This will include an update to the socio-economic / land use, traffic counts, and model network.

Task A - Network Update – JATSO will provide to Olsson updates to the baseline transportation network utilized in the model, reflecting any changes from the previous model. Files will be provided in GIS format. Olsson will modify the baseline model files to reflect these changes.

Task B - Traffic Count Update – JATSO will provide Olsson updated traffic counts to serve as the new baseline for the model.

Task C - Socio-Economic / Land Use Update – JATSO will provide Olsson with updated land use by TAZ for the base condition. Data will be summarized based on the following categories:

- Population
- Group Quarters Population
- Households
- Average Household Size
- Median Household Income
- Average Auto Ownership
- Retail Employees
- Office / Service Employees
- Education Employees
- Medical Employees
- Warehouse Employees
- Other Employees
- Students

In locations where employment numbers are unavailable, Olsson will assist JATSO in estimating typical employees per square feet by land use.

Task D - Model Validation – The base year model will be rerun and validated based on the new traffic counts provided. These results will be compared to national standards.

Task E - Existing Plus Committed (E+C) – JATSO will provide to Olsson assumptions for the future roadway networks, specifically to Existing Plus Committed (E+C) network.

Task F - Socio-Economic / Land Use Update – JATSO will provide Olsson with updated land use by TAZ for the future conditions, summarized in the categories identified previously.

Deliverables – Model Validation Technical Memo, TransCAD model files.

Phase 5 – Development of Future Vision of Transportation

Olsson will evaluate the future integrated transportation system and identify potential deficiencies, needs, and opportunities. Similar to the existing conditions analysis, Olsson will evaluate the individual transportation modes and interconnectivity between modes for the future-year conditions. We will utilize the goals, objectives, and performance measures to evaluate the transportation system and identify potential improvements.

Task A - Street Typology Definition - The street cross-sections and basic right-of-way needs will be developed for each street typology. Each of the elements of the layered network will be updated to include the analysis of future conditions. We will document how travel demands on the transportation system will change between today and a set future horizon (year 2050) and provide recommendations for the entire integrated transportation system (bicycles, pedestrians, transit, trucks, and autos).

Task B - Scenario Planning – Facilitate a work session on Scenario Planning with the TAG and CAG (two [2] meetings anticipated) to understand what type of growth the community desires and understand the implication on land use, transportation, revenues, and costs of various types of growth. Potential scenarios include:

- Trend Scenario – Continue recent trends in growth and transportation investments
- High Density Scenario – Aggressive high-density development and redevelopment within key corridors
- Technology Scenario – Aggressive pursuit of emerging transportation technology integration
- Community Vision Scenario – Integrate individual community and agency visions

The scenarios will be evaluated based on the performance measures previously identified.

Task C - Assessment of future transportation network. Olsson will evaluate the future integrated transportation system and identify potential deficiencies, needs, and opportunities. Similar to the existing conditions analysis, Olsson will evaluate the individual transportation modes and interconnectivity between modes for the future-year conditions. We will utilize the goals, objectives, and performance measures to evaluate the transportation system and identify potential improvements. These improvements will be programmed based upon conformity to the goals, objectives and performance measures under a financial plan that demonstrates how the plan can be implemented.

- Financial plan will include:
    i. Cooperatively developed funding estimates
    ii. Recommendations for additional financing strategies (as necessary)
    iii. All projects and strategies proposed using federal-aid, state assistance, local sources and private participation in year of expenditure dollars based upon reasonable financial principals

Task D - TransCAD Model Update - Olsson will determine what scenarios or network changes may be needed to analyze the future network changes. Consistent with the existing conditions analysis, Olsson will utilize a general planning LOS analysis to identify roadway segments approaching, at, and over capacity. Corridors and locations found to be operating over or near capacity will be further analyzed to identify potential mitigation measures. These measures could include Transportation System Management (TSM) improvements, Intelligent Transportation System (ITS) applications, additional roadway capacity, new roadway capacity, or support for alternative transportation improvements. Olsson will use the model outputs to evaluate performance measures and develop a recommended future network. We will use the multimodal LOS approach to balance the analysis across all of the modes and look to refine and modify the layered multimodal networks developed as part of the existing conditions analysis.

Deliverables – Model files and documentation

Phase 6 - RECOMMENDATIONS AND DELIVERABLES

Task A - Draft Report – The draft report will be prepared on standard letter-sized paper and will be distributed electronically in PDF format.

Task B - JATSO Board Presentation – Attend a JATSO Board Presentation to present the draft of transportation plan.

Task C - Final Report- The final report will be prepared on standard letter-sized paper and delivered both electronically (PDF format) and with hard copies (20 copies in total). Any technical appendices will be provided in electronic version only.

Project Schedule

It is anticipated this work will be completed within nine months of notice to proceed.