

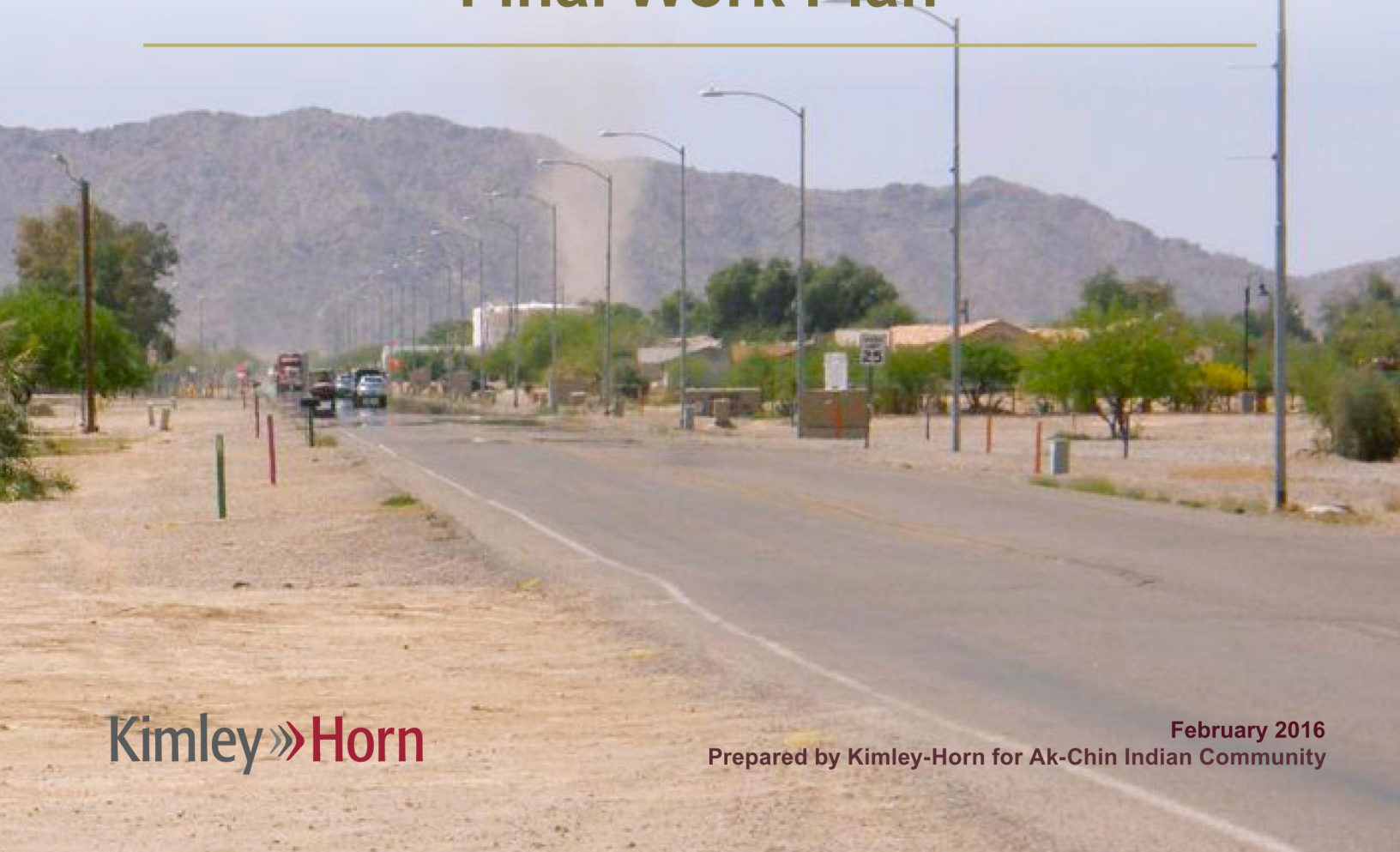


Ak-Chin Indian Community

LONG RANGE TRANSPORTATION PLAN

UPDATE

Final Work Plan



AK-CHIN INDIAN COMMUNITY
LONG RANGE TRANSPORTATION
PLAN

WORK PLAN

FEBRUARY 2016 | FINAL

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1. INTRODUCTION

The Ak-Chin Indian Community (“Community”) is located in the Santa Cruz Valley of southern Arizona and encompasses 22,160 acres. The Community has an enrollment of 1,033 Tribal members, which includes 521 persons aged 18 to 54, 104 persons 55 years or older, and 408 persons 17 years of age and younger. The Ak-Chin Indian Community is governed by a five-member Community Council, which oversees the governmental operations and departments that serve the Community.

Ak-Chin Farm Enterprise is a major employer and harvests over 15,000 acres of land. Other major employers are Vekol Market, the Ak-Chin Tribal Government, Harrah’s Ak-Chin Casino Resort, and the UltraStar Multi-tainment Center.

According to the General Plan for the Community, goals for transportation are:

- Promote an effective, well-planned transportation system of roadways that establishes functional, safe, and durable streets.
- Create ordinances, policies, or design guidelines that support the transportation plan.
- Provide for and encourage use of non-vehicle modes of transportation.

STUDY OBJECTIVES

The key objective for this study is to develop a Long Range Transportation Plan update for the Community. Goals of the study are:

- Conduct an evaluation of roadways and identify transportation deficiencies and needs.
- Identify Community road projects for the Tribal Transportation Improvement Program.
- Conduct traffic and turning movement counts.
- Identify safety improvements.
- Conduct a road inventory update.
- Develop roadway design standards and an access management policy.
- Develop a maintenance plan.
- Develop planning-level cost estimates.
- Identify potential funding for improvements.

STUDY AREA

The study area is the Ak-Chin Indian Community Reservation area.

PROJECT MANAGEMENT TEAM AND TECHNICAL ADVISORY COMMITTEE

A core Project Management Team (PMT) will provide project direction and input to the study. The PMT will include representatives of the Ak-Chin Indian Community, ADOT, and the Kimley-Horn team. Meetings are planned to be held monthly. The meetings will be an opportunity to review and discuss progress, findings, and recommendations of the study. The PMT representatives are listed in **Table 1**.

In addition to the PMT, a broader-based Technical Advisory Committee (TAC) will be established. The TAC representation list is provided in **Table 2**.

Table 1- Project Management Team

Organization	Name	Email
Ak-Chin Indian Community	Sandra Shade Senior Planner	Sandra.shade@ak-chin.nsn.us
Ak-Chin Indian Community	Karen S. Fierro Self-Governance Contracts and Grants Director	KFierro@ak-chin.nsn.us
Arizona Department of Transportation	Don Sneed Senior Planner	DSneed@azdot.gov
Kimley-Horn	Mary Rodin Kimley-Horn Project Manager	mary.rodin@kimley-horn.com
Abbey Dade	Abbey Dade Kimley-Horn Public Involvement Specialist	Abbey.dade@kimley-horn.com

Table 2 - Technical Advisory Committee

Name	Title	Department	Agency	Address	Phone	Email
Sandra Shade	Senior Planner	Planning Department	Ak-Chin Indian Community	42507 West Peters And Nall Road, Maricopa, Arizona 85238	(520) 568-1069	Sshade@ak-chin.nsn.us
Don Sneed	Senior Transportation Planner, Tribal Planning & Coordination	Multimodal Planning Division	Arizona Department of Transportation	206 South 17th Avenue, MD 310B Phoenix, AZ 85007	(602) 712-6736	Dsneed@azdot.gov
Jerry Owen	Planning Director	Planning Department	Ak-Chin Indian Community	42507 West Peters And Nall Road, Maricopa, Arizona 85238	(520) 568-1070	Jowen@ak-chin.nsn.us
Karen Fierro	Self-Governance Contracts and Grants Director	Contracts and Grants Department	Ak-Chin Indian Community	42507 W. Peters and Nall Road Maricopa, AZ 85138	(520) 568-1036	KFierro@ak-chin.nsn.us
Jerry James	Assistant District Engineer - Operations	Southcentral Engineering District	Arizona Department of Transportation	1221 S. Second Ave. Tucson, AZ 85713	(520) 388-4219	JJames@azdot.gov
Paul Bonar	Highway Engineer	Planning Section	BIA Western Regional Office	2600 N Central Ave, 4th Floor Mailroom, Phoenix, AZ 85004	(602) 379-6782, ext. 1342	Paul.Bonar@bia.gov
Travis Ashbaugh	Senior Transportation Planner	Public Works – Transportation Planning	Pinal County	31 N Pinal Street Building F Florence, AZ 85132	(520) 866-6934	Travis.Ashbaugh@pinalcountyaz.gov
David Maestas	Transportation/Transit Planner	Development Services	City of Maricopa	39700 W. Civic Center Plaza Maricopa, Arizona 85139	(520) 316-6948	David.maestas@maricopa-az.gov
Romare Truely	Community Planner	Planning, Environment, Air Quality, and Realty (PEAR) Team	FHWA Arizona Division	4000 N Central Ave # 1500, Phoenix, AZ 85012	(602) 382-8978	Romare.Truely@dot.gov
Andy Smith	Transportation Planning Manager	Planning and Information Services	Central Arizona Governments	1075 S. Idaho Rd, Suite 300; Apache Junction, AZ 85119	(480) 474-9300	Asmith@cagaz.org

2. PUBLIC INVOLVEMENT PLAN

The Public Involvement Plan has been developed to describe how the project team will solicit public input, inform and involve the public, Tribal Council and officials, agencies and stakeholders regarding the Long Range Transportation Plan Update.

PURPOSE AND GOALS OF PUBLIC INVOLVEMENT

This plan will help to guide the project to obtain meaningful input from the Tribal community to aid in the development of the Long Range Transportation Plan Update. Goals of the public outreach program are:

- Providing clear and accurate information that encourages informed public participation and input
- Providing multiple, convenient ways for interested parties to provide comments
- Providing multiple ways through which the public can learn about the project

PUBLIC INVOLVEMENT OUTREACH ACTIVITIES

The following listing describes public outreach activities and tools that will be used during the course of the study.

TRIBAL COUNCIL OUTREACH

Early in study, the project team will develop a presentation to the Community Council to introduce the study and provide an overview of the study process. It will be important to learn about Community Council members' perspectives on the study.

Another Community Council presentation will be made towards the end of the study, to review draft study findings and incorporate comments into the final report. This is also to prepare the Community Council to move forward with approval of the LRTP update through Council resolution.

PUBLIC MEETINGS

Two rounds of public outreach meetings are planned for the study. It is recommended that public meetings be held near other public events, such as the monthly Community Meetings to make it more convenient for residents to attend the meetings. An open house format that includes a presentation is preferred.

A Native language interpreter is not anticipated to be needed at the public meetings. If the need for an interpreter arises, the team will arrange for an interpreter, preferably a Tribal member, to perform this work.

Public Involvement Summary Reports will be prepared after each of the public meetings.

OTHER OUTREACH / EVENTS

If desired, the team will make presentations about the study to Elder groups, the Youth Council, or other Community groups. Another way to make Community members aware of the study and obtain input is to set up a booth at a Community event.

STAKEHOLDER INTERVIEWS

Stakeholders are persons who are very familiar with the transportation system and will have valuable perspectives about transportation needs. During the early stages of the project, the consultant team will work with the Community lead contact to identify stakeholders who will be interviewed in more detail regarding transportation needs. Examples of stakeholders are representatives of the following organizations:

- Ak-Chin Indian Community
 - Police Department
 - Fire Department
 - Public Works and Sanitation Department
 - Health and Human Services Department
 - Elderly Program
 - Education Department
 - Recreation Department
 - Capital Projects Department
- Maricopa School District transportation staff
- Cultural Resources Department
- Environmental Department
- Housing Department
- Library
- Him-Dak Museum
- Youth Council
- Airport Manager
- Farm Manager

The interview comments will be documented in Working Paper 1.

VIDEO

The project team can prepare a short video summarizing the project findings that can be posted to the Ak-Chin Community website or presented at meetings, if desired. The video would include a short overview of the Plan and recommendations, and describe why the Plan was developed.

COMMENT DATABASE

All comments received during the public outreach efforts will be documented.

PROJECT FACT SHEET

A project fact sheet will be developed to distribute at outreach events.

PRESS RELEASES / NEWS ARTICLES

News articles about the study, as well as public meeting notices will be prepared for the Ak-Chin O'dham Runner Newspaper. It is anticipated that there will be an article that initially describes the study, two articles about public meetings, and an article about the findings of the study and proposed plan. The Ak-Chin Planning Department can send an email to all employees to coordinate with the news article.

Other locations to post public meeting notices include:

- Vekol Market
- Tribal Headquarters
- Museum
- Casino
- Project website

TITLE VI/ENVIRONMENTAL JUSTICE

Title VI of the Civil Rights Act of 1964 and related statutes assure that all individuals are not excluded from participation in, denied the benefit of, or subjected to discrimination on the basis of race, color, national origin, sex, and disability. Executive Order 12898 on Environmental Justice directs that programs, policies, and activities not have a disproportionately high and adverse human health and environmental effect on minority and low-income populations. The implementation of the public involvement plan will insure that these protected populations are given the opportunity to participate and provide input into the study.

3. PROJECT WORK TASKS

This Work Plan includes the following tasks:

- Task 1 – Technical Memorandum 1 - Work Plan
- Task 2 – Working Paper 1 – Current and Future Conditions
- Task 3 – First Phase of Public Involvement and Summary Report 1
- Task 4 – Working Paper 2 – Evaluation Criteria and Plan for Improvements
- Task 5 – Second Phase of Public Involvement and Summary Report 2
- Task 6 – Draft Final Report
- Task 7 – Final Report

These tasks are summarized as follows:

TASK 1 – Technical Memorandum 1 – Work Plan

PURPOSE

Prepare a detailed Work Plan and project management activities.

WORK ACTIVITIES

- Conduct a kick-off meeting with the ADOT project manager and the Community lead contact to develop a refined Work Plan through discussion of the goals and visions for the project, tasks, approach, schedule, study area boundary, and the Public Involvement Plan.
- Develop a Community/Council presentation for review. After approval, present to the Community Council and document any comments by Community Council members.
- Prepare draft and final versions of the Work Plan and the Public Involvement Plan.
- Schedule, prepare for, and conduct the first Technical Advisory Committee (TAC) meeting. The purpose of the TAC meeting is to solicit input on the study expectations, needs, issues, and the Work Plan.
- Conduct monthly progress meetings with PMT members to review project progress. Meetings will be held via teleconference.
- Meet with the Bureau of Indian Affairs (BIA) Western Regional Office Transportation Planner to discuss the process for the Community's Road Inventory Update and LRTP expectations for BIA acceptance.
- The Final Technical Memorandum 1 – Work Plan and Public Involvement Plan, and TAC Meeting No. 1 Meeting Summary will be posted on the project website by the ADOT project manager.

DELIVERABLES

- Kick-off meeting agenda and meeting summary
- Draft and Final Technical Memorandum 1 - Work Plan
- Draft and Final Public Involvement Plan
- Draft and Final Community Council Presentation
- TAC Meeting No. 1 agenda, presentation materials, and meeting summary
- Monthly Project Management Team meeting agendas and meeting summaries
- BIA meeting summary

TASK 2 – Working Paper 1 – Current and Future Conditions

PURPOSE

Task 2 will document and analyze data and information on existing and future transportation conditions to identify transportation needs and deficiencies. This Working Paper will identify deficiencies for five-, 10- and 20-year time frames. The KHA study team will conduct the following activities in coordination with the Community lead contact and ADOT project manager, as needed.

ACTIVITIES

- **Review and summarize existing studies and plans** – Briefly summarize the recommendations and current status of transportation recommendations.
- **Review BIA-TTP requirements** – Review BIA-TTP transportation planning program regulations and guidelines.
- **Review the BIA Road Inventory Data** – Review the BIA Road Inventory data to determine update needs, road and bridge additions, traffic count, and other Inventory update needs. Prepare an updated Road Inventory for the Community using the Road Inventory Field Data System and complete this process well in advance of the critical submission dates of March 15, 2016 and June 15, 2016. As the study progresses, any new roads identified as a result of the transportation modeling will be added to the Inventory.
- **Inventory and evaluate demographic and socioeconomic characteristics and land use patterns** – Document the latest US Census data and land use information to determine demographic, socioeconomic, and land use patterns. The team will identify locations of minority and low income population groups to meet Environmental Justice requirements. The project team will also use the US Census *OnTheMap* application, which provides information on commuting patterns.
- **Inventory and evaluate pedestrian pathways, bike paths, trails, and any ADA needs** – Map existing pathways, sidewalks, and bicycle facilities (including areas with wide shoulders), as well as projects under construction, on a GIS map which highlights land uses such as residential areas, community facilities, schools, and other activity centers. We will use this data to identify a logical plan to provide connections and crossings and address any deficiencies noted in field reviews.
- **Conduct and document interviews with stakeholders** – Develop an interview questionnaire and discuss transportation issues and needs with representatives and stakeholders as identified by the Community lead contact and the TAC. Interviews will be conducted in person where possible.
- **Collect and analyze roadway and traffic data** – Peak period turning movement counts will be conducted at the following intersections:
 - Ferrell Road / SR 347
 - Peters and Nall Road / SR 347
 - Peters and Nall Road / White and Parker Road
 - Ferrell Road / Ralston Road
 - Maricopa-Casa Grande Highway / Murphy Road

- Maricopa-Casa Grande Highway / Antone Road
- Maricopa-Casa Grande Highway / Anderson Road
- Maricopa-Casa Grande Highway / Russell Road
- Juan Street / SR 347

Locations for roadway traffic counts, including speed and vehicle classification data will be collected on other study area roads as determined in consultation with the Community lead contact and ADOT project manager. Tentative roadway traffic counts locations are:

- Farrell Road, east of Ralston Road
- Farrell Road, west of Smith Wash Roadway
- Farrell Road, west of Maricopa Road (SR 347)
- Casino Driveway, west of Maricopa Road (SR 347)
- Ralston Road, north of Farrell Road
- Ralston Road, south of Ferrell Road
- SR 347, north of Ferrell Road
- SR 347, south of Ferrell Road
- Maricopa Road, south of Casino Drive
- Peters & Nall Road, west of White & Parker Road
- White & Parker Road, south of Peters & Nall Road
- Murphy Road, north of Maricopa-Casa Grande Highway
- Russell Road, north of Maricopa-Casa Grande Highway
- Anderson Road, south of Maricopa-Casa Grande Highway

Additional traffic counts may be required to update the road inventory, provide justification for pedestrian enhancements, provide support for functional classification upgrades, or for other reasons.

- **Existing roadway and intersection level of service** - Analyze roadway and intersection level of service (LOS) and assess warrants for turn lanes at key intersections. LOS for road segments and intersections will be evaluated to document existing deficiencies.
- **Transportation Demand Model** – Work with MAG staff to develop a more detailed travel demand forecasting model for the Ak-Chin Reservation area. The MAG model will be refined in the Reservation area, and based on the future conditions travel demand estimates, we will model roadway improvements to address congested areas.
- **Inventory and evaluate accident history** – Crash data from ADOT and the Ak-Chin Police Department will be obtained for the most recent 10 year period to analyze crash locations, crash severity, conditions (e.g., day versus night crashes, weather conditions, etc.) and crash types. We will map crash locations and review crash data from Road Safety Assessments and other relevant studies to assist in identifying safety issues.
- **Conduct site visits and roadway field reviews and document maintenance and safety needs** – Conduct a field review to document and assess shoulder widths, paving conditions and maintenance needs, fencing, cattle guards, striping, signing, traffic control, and lighting needs. We have found that it is helpful for the maintenance staff to accompany Kimley-Horn staff on the field review to discuss current maintenance practices and needs. We will document conditions using GIS mapping and a

video log. We will update the information on road conditions and deficiencies that is contained in the RIFDS. We will also observe new developments and traffic patterns resulting from those developments and potential issues.

- **Functional Classification** – BIA and Federal Highway Administration (FHWA) functional classifications of roadways will be reviewed to identify potential functional classification upgrades, particularly with respect to upgrades that might qualify a roadway for additional federal funding sources.
- **Bridge Evaluation** – Review the latest BIA Bridge Inspection (SI&A) Reports for all the bridges that are in the Tribal Transportation Inventory and will identify bridge needs based on the Inspection Report findings.
- **Transit needs** – Collect data on current Community transit services, how many persons are currently using the service, and where the service is taking residents. In particular identify trips made through the City of Maricopa Express Transit (COMET) bus services, Ak-Chin casino bus services, and social services transportation. Stop locations and potential enhancements to existing stops will be assessed.
- **Access management** – Opportunities for improved access management will be reviewed, particularly with respect to the Ak-Chin Regional Airport area.
- **Environmental inventory** – A limited environmental inventory will be conducted. Characteristics of the physical, natural, and cultural environments will be identified. This review will assist in identifying potential impacts of proposed transportation projects.

The findings of the above analyses will be documented in Working Paper 1 to identify existing and future transportation needs. Graphical, tabular, and written summaries will be provided of all existing transportation needs as part of Working Paper 1. Working Paper 1 will be distributed to the Community lead contact and the ADOT project manager for review prior to distributing to the TAC.

A second TAC meeting will be scheduled and conducted to provide an overview of Working Paper 1 and obtain any comments. The team will prepare a meeting summary.

Working Paper 1 will be finalized based on review comments and distributed electronically to the PMT and TAC. Final Working Paper 1 and TAC Meeting No. 2 Summary will be posted on the project website by the ADOT project manager.

DELIVERABLES

- Draft and Final Working Paper 1 – Current and Future Conditions
- TAC Meeting No. 2 agenda, presentation materials, and meeting summary

TASK 3 – First Phase of Public Involvement and Summary Report 1

PURPOSE

The objective of Task 3 is to plan and conduct the first public meeting. The purpose of the first public meeting is to present information and findings related to existing and future conditions and needs and deficiencies for public review and input. The goal is to support the widest opportunity to receive public comments on the study and make the Community aware of the study

ACTIVITIES

The first public outreach meeting will be conducted to provide information to the public about the study, and obtain input on transportation needs desired by the community. The format of the meeting will involve display boards, as well as a presentation about the project.

In addition, the team is available to conduct additional outreach, such as hosting a booth at Community events or make presentations for Community groups.

As part of the meeting preparation, the content of boards, fact sheet, PowerPoint presentations, and flyers will be prepared in draft form for review and approval by the Community lead contact and the ADOT project manager. Distribution of the flyer and publication of the meeting notice will be distributed as described on page 8. In addition to the formal published meeting notices, the team will prepare short news articles to publish in the Ak-Chin O’odham Runner Newspaper to maintain interest in the study.

Other work efforts associated with this task include:

- Reserve the meeting locations, which must be ADA compliant.
- Develop draft boards, handouts, flyers, and any other meeting materials for review and approval by the Community lead contact and the ADOT project manager.
- Prepare the stakeholder e-mail list for the study and distribute the flyer via e-mail, once approved by the Community lead contact and ADOT project manager.
- Prepare a draft press release, which must be issued at least 15 days prior to the meeting, and publish it in the Ak-Chin O’odham Runner Newspaper.
- Provide directional signage and display the ADOT Title VI Notice at the meeting (typically at the sign-in table).
- Attend and present information at the public meeting, respond to questions, and take notes.
- Prepare a draft and final Public Involvement Summary Report to document the meeting.
- Public Involvement Meeting No. 1 Summary will be posted on the project website by the ADOT project manager.

DELIVERABLES

Draft and final versions of:

- Display boards
- Flyer
- Meeting press release/advertisement
- Other meeting materials, such as PowerPoint slides, fact sheet, or videos
- Press release

- Directional signage
- Public Involvement Meeting Summary Report 1

TASK 4 – Working Paper 2 - Evaluation Criteria and Plan for Improvements

PURPOSE

The objective of Task 4 is to develop specific roadway, transit, and non-motorized projects that address the needs and deficiencies identified in Working Paper 1 and through public involvement input. The projects will be prioritized over a span of five-, 10- and 20-year periods. Projects will be prioritized based on needs and available finances. The KHA study team will conduct the following activities in coordination with the Community lead contact and ADOT project manager, as needed.

ACTIVITIES:

Identify improvements required to meet identified needs and deficiencies for five-, 10- and 20-year planning horizons. Specific areas to be addressed include:

- Road pavement conditions, pavement markings/stripping, signage, lighting, right-of-way preservation, and overall improved road maintenance.
- Congestion at road intersections and intersection safety/speed control.
- BIA and FHWA route functional classifications or reclassifications.
- Community public transportation (transit) program services and facilities and multimodal connection enhancements to improve mobility needs and safety (e.g. bicycle and pedestrian facilities, sidewalks, paths, and multi-use trails).
- Road Inventory Update (Tribal priority list of projects) including detailed descriptions for short-term improvement projects per BIA-TTP planning program requirements.
- Roadway design standards including road cross sections for recommended roadway improvements.
- Access management policy providing access management guidelines for roads and multimodal facilities and outlining basic principles and strategies to govern future planning including access point limitations, spacing requirements, residential/handicap accessibility, intersection design, right-of-way acquisition for new development, etc.
- Projects to address roadway capacity and traffic safety issues as a result of new development.
- Road maintenance plan including guidelines addressing pavement preservation and management, stripping, signage, and transportation safety issues.
- Recommendations regarding future studies and Road Safety Assessments.
- Planning-level cost estimates and identification of potential funding alternatives including potential for public-private partnerships. We believe in developing costs that include the typical elements of a preliminary cost estimate, rather than a cost per mile estimate. A spreadsheet is typically developed for every roadway or intersection project that will be easy to update when the project goes into design. Projects will be grouped into logical road segments or groupings, with individual elements summarized.
- Develop project performance, evaluation, and prioritization criteria and prepare matrix. Potential items included in the evaluation matrix include service level, safety, cost, and potential Community benefit.
- Analyze Title VI population groups and assess potential impacts to affected populations. Each proposed project will be assessed to determine potential disproportionate and/or adverse effects that

the projects will have on residents, and will discuss considerations that dictated this recommendation over alternative actions.

- Prioritize the identified project improvements based on prioritization criteria and known available funding as well as potential revenue sources.

Prepare and submit draft Working Paper No. 2 to the Community lead contact and ADOT project manager for review and approval for distribution to the TAC. Schedule, prepare for, and attend the third TAC meeting to present Working Paper No. 2.

Address TAC comments and prepare and submit the final Working Paper No. 2. Review and revise projects and prioritization based on TAC and public input.

Final Working Paper 2 and TAC Meeting No. 3 Summary will be posted on the project website by the ADOT project manager.

DELIVERABLES

- Draft and Final copies of Working Paper No. 2 – Evaluation Criteria and Plan for Improvements.
- TAC Meeting No. 3 agenda, presentation materials, and meeting summary.

TASK 5 – Second Phase of Public Involvement and Summary Report 2

PURPOSE

The objective of Task 5 is to plan and conduct the second public meeting. This meeting will present the recommended plan for improvements and describe the study process.

ACTIVITIES

The second public meeting format, location, and general content of boards, fact sheet, and flyers will be determined in coordination with the Community lead contact and the ADOT project manager.

The team will prepare a flyer and meeting notice for review and will coordinate to determine the best ways to show the findings of the project; for example a PowerPoint presentation, slide show or YouTube-type video that could be posted on the Community or ADOT website. Other aspects of this task include:

- Reserve the meeting location, which must be ADA compliant.
- Develop draft boards, handouts, flyers, and any other meeting materials for review and approval by the Community lead contact and the ADOT project manager.
- Update the stakeholder e-mail list for the study and distribute the flyer via e-mail once approved.
- Prepare a draft press release which must be issued at least 15 days prior to the meeting, and publish it in the Ak-Chin O’odham Runner Newspaper.
- Provide directional signage and display the ADOT VI Title Notice at the meeting (typically at the sign-in table).
- Attend and present information at the public meeting, respond to questions, and take notes.
- Prepare a draft and final Public Involvement Summary Report 2 to document the meeting.
- Public Involvement Meeting No. 2 Summary will be posted on the project website by the ADOT project manager.

DELIVERABLES

Draft and final versions of:

- Display boards
- Flyer
- Meeting press release/advertisement
- Other meeting materials, such as PowerPoint slides, fact sheet, or videos
- Press release
- Directional signage
- Public Involvement Meeting Summary Report 2

TASK 6 – Draft Final Report

PURPOSE

Compile the data and findings from Working Papers 1 and 2 (as amended based on input from Public Meeting 2) and the Public Involvement Summary Reports into a Draft Final Report. Prepare a Draft Executive Summary summarizing the study recommendations and process. The Draft Final Report and Final Report will be formatted to be placed in a three-ring binder.

ACTIVITIES

Prepare an updated LRTP that incorporates a Plan for Improvements listing specific prioritized future road improvement projects. At a minimum, detailed project descriptions for five-year improvement projects will include:

- The road name and/or route number
- A description of the beginning and ending points of a project
- Approximate project mileage
- A description of existing roadway and/or site conditions
- The functional classification of the road
- A brief description of the proposed improvement(s)
- Existing and/or proposed development served by the road
- The benefit that will be derived from the project
- Existing and projected average daily traffic counts
- Planning-level cost estimate
- Potential funding alternatives

The recommended short, mid- and long-term project recommendations will also be shown in easy-to-read maps and graphics.

Summary Reports that document the public involvement process will be included as an appendix to the Draft Final Report.

The KHA study team will prepare and issue a press release indicating that the LRTP is available for review, whom to contact for questions, where comments can be submitted, and a deadline for submitting comments. The press release will be issued at least 30 days before the comment deadline.

The KHA study team in coordination with the Community lead contact and ADOT project manager will develop and present an overview of the study findings to the Community Council. The KHA study team will also review

and help to draft a Council resolution for approval of the LRTP update in consultation with the Community lead contact.

After approval by the Community lead contact and ADOT project manager, we will distribute the Draft Final Report to the TAC and schedule, prepare for, and attend the fourth TAC meeting at which the Draft Final Report will be presented.

TAC Meeting No. 4 Summary will be posted on the project website by the ADOT project manager.

DELIVERABLES

- Draft Final Report and Executive Summary
- TAC Meeting No. 4 agenda, presentation materials, and meeting summary

TASK 7 – Final Report

PURPOSE

Prepare the Final Report and Executive Summary

ACTIVITIES

Address Community Council, TAC, Community lead contact, and ADOT project manager comments and prepare the Final Report and Executive Summary. The Final Report will contain a copy of a Community Council Resolution approving the LRTP Update.

Distribute the Final Report and Executive Summary as noted below.

Prepare CDs of all the project data used in the study and GIS data and distribute as noted below. The GIS data will meet the requirements and be formatted as requested in the Study Task Assignment.

Prepare all study documents using Microsoft Word, Excel, and PowerPoint, where applicable.

The Final Report will be posted on the project website by the ADOT project manager.

DELIVERABLES

Copies of the Final Report and Executive Summary include:

- TAC members: one CD copy and one hard copy of the Final Report to each member
- Ak-Chin Indian Community: 12 hard copies and 5 CD copies
- ADOT: 7 hard copies and 5 CD copies
- Project Data:
 - All data collected and developed for this study will be delivered to ADOT, BIA and the Community in CD/DVD format, one copy per entity.
 - GIS data will be provided on a separate CD, one copy to ADOT and one copy to the Ak-Chin Indian Community.

4. PROJECT SCHEDULE

The project is anticipated to be completed within an 11-month time frame, between November, 2015 and September 30, 2016. The project schedule is presented in **Figure 1** and is subject to change during the study process per directive from the Project Management Team or Technical Advisory Committee.

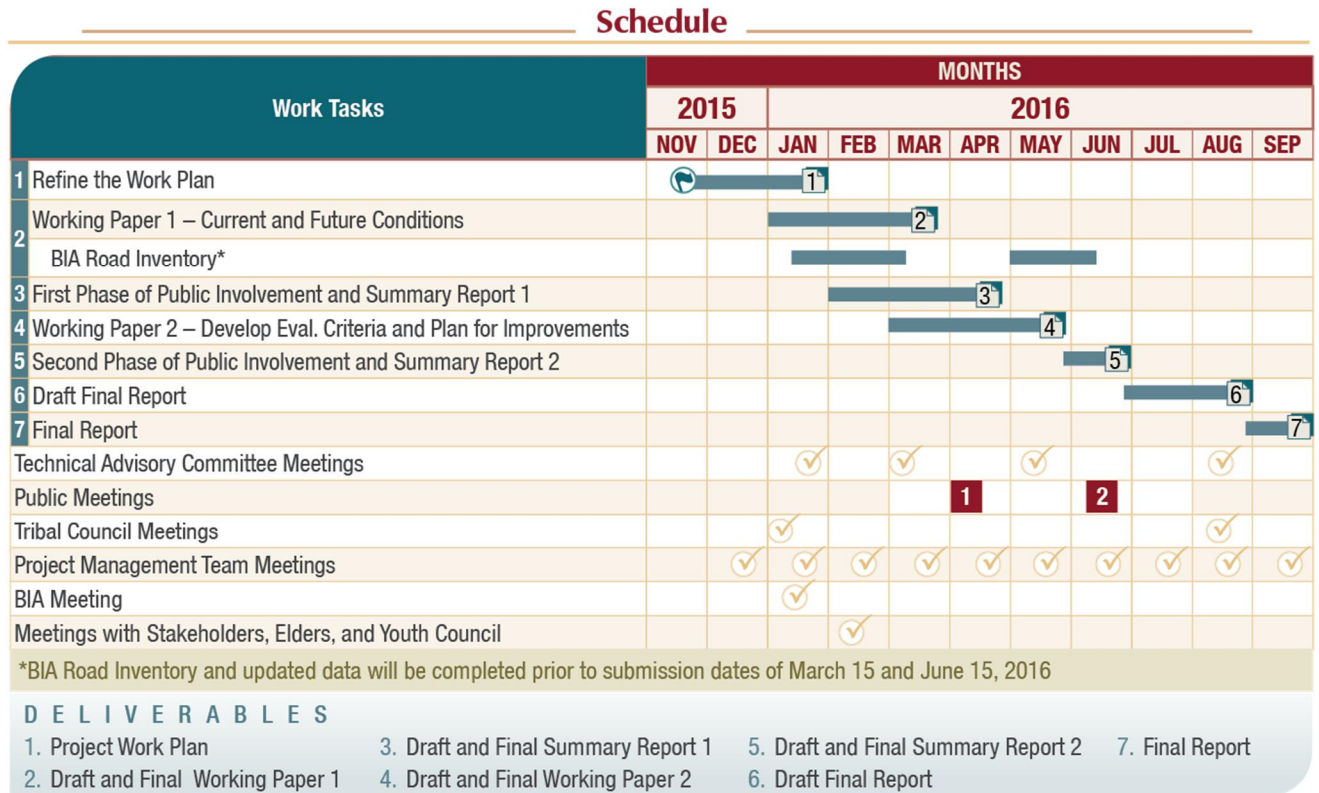


Figure 1 - Project Schedule

5. STAFFING PLAN

The staffing plan for the project is summarized in **Figure 2**.

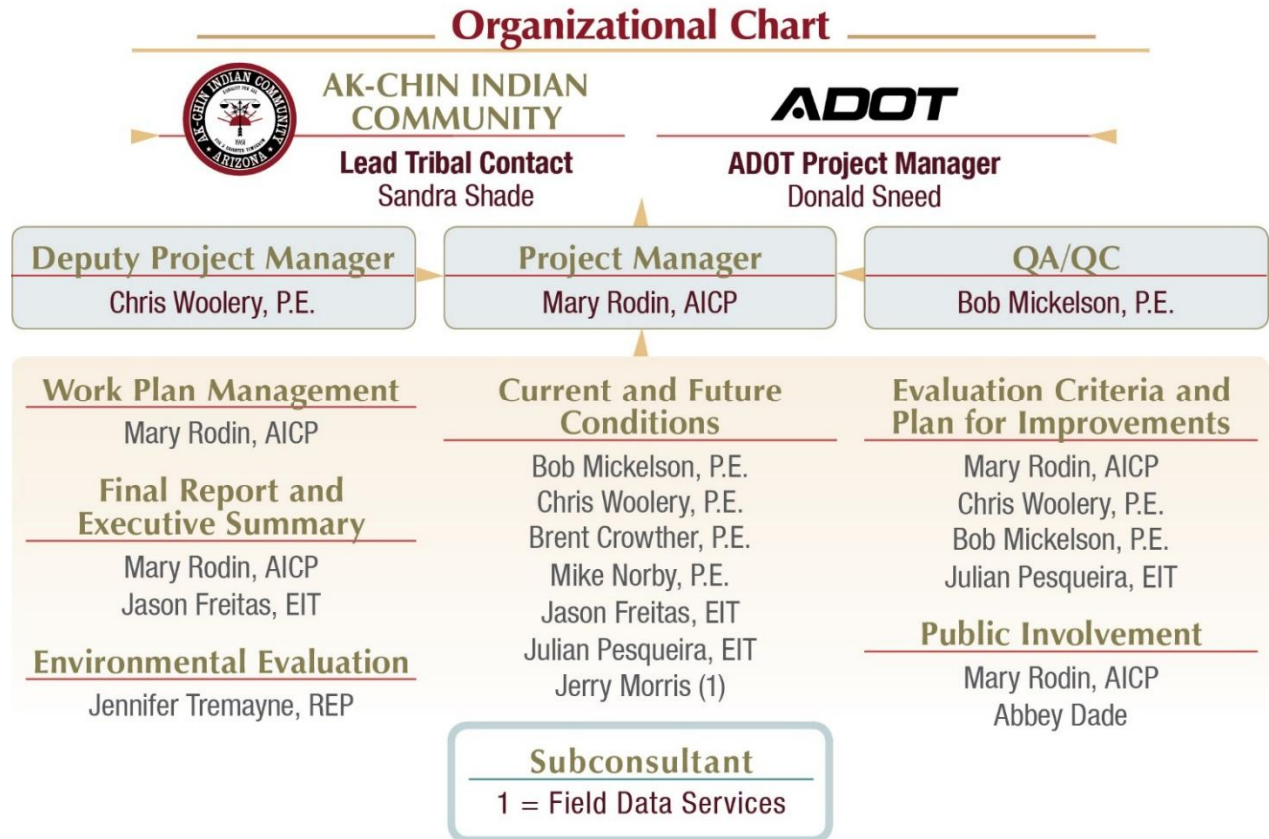


Figure 2 - Organization Chart