

ON-CALL CONTRACT BETWEEN FAMPO/GWRC AND KIMLEY-HORN AND ASSOCIATES FOR TRANSPORTATION PLANNING SERVICES

Task Order 08-01: Research and Recommendations for Locally Administered Projects (LAP) and Devolution

SCOPE OF SERVICES

Introduction

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this task order proposal to the Fredericksburg Area Metropolitan Planning Organization (“FAMPO” or “Client”) to provide professional consulting services for the research of and recommendations for Local Administered Projects (LAP) and Devolution of responsibilities from the Virginia Department of Transportation (VDOT). It is intended that this task order will be issued in accordance with Kimley-Horn’s Standard Agreement with FAMPO for On-Call Transportation Planning Services dated January 2, 2008 (the “Agreement”).

These professional services will be provided by our subconsultant, Patrick J. Garahan, P.E., through Kimley-Horn’s agreement with FAMPO. Our project objectives, scope elements, period of performance, and fees are described below.

Project Objectives

Pursuant to the interests of FAMPO, the consultant will undertake a project to meet three objectives as follows:

- **Locally Administered Projects (LAP):** Conduct research and work with FAMPO staff, local government staff, local elected official and VDOT personnel to develop a Regional understanding and appreciation of the issues involved in local administration and management of State and Federally-funded projects on the State Highway System, as well as the current status of LAP in each jurisdiction.
- **Devolution:** Conduct research and work with FAMPO staff, local government staff, local elected official and VDOT personnel to develop a Regional understanding and appreciation of the issues involved in local assumption of ownership of State highway facilities.
- **Action Plan:** Using the results of the research and meetings in Items 1 and 2 above, develop an Action plan of next steps for LAP and Devolution in the George Washington Region.

Scope Elements

The consultant will undertake a work plan that will assist the FAMPO Board and staff in evaluating the potential benefits of LAP and Devolution. The sequence and context of the work will include logical steps to provide information and analysis on the issues, culminating with recommendations as to policy and “next steps” to the FAMPO Board. The specific of the work is as follows:

1. Investigate the current state of programs and guidelines associated with the VDOT LAP Program. Investigate the requirements and opportunities in HB3202 relating to local ownership of State highways.
2. Working with FAMPO, develop a baseline understanding of the current state of responsibilities for highways and highway projects in the Region.
3. With references by FAMPO, interview VDOT officials, local elected officials and local staff to obtain views on LAP and devolution and the status of LAP in the Region, jurisdiction-by-jurisdiction.
4. With FAMPO staff, hold an intensive meeting with local staff to verify the views suggested in the research and interviews.
5. Hold a meeting with key VDOT staff to verify the views and status suggested in the research and interviews.
6. Prepare a draft report showing the results of the research, interviews and meetings and providing an action plan for next steps within the Region.
7. Brief the FAMPO Board on the draft report and obtain feedback. Revise the report as required and issue a final project report, recommendations and action plan of the next steps to move towards more local control of transportation projects. This element will be the most important of the work. The consultant will help the Board understand both the obvious and subtle implications of both LAP and Devolution. In the process of understanding these issues, the consultant will assist the Board in understanding what is their true interest in these activities – expediting projects, design standards, speed limits, curb cuts, etc. The objective is a final result of the process that will be in the best interest of their constituencies.

Period of Performance

The term the project will be ninety (90) days from the date of the Notice to Proceed to the final report and FAMPO Board meeting, subject to the details of scheduling.

Task Order Compensation

Patrick J. Garahan will perform the scope of services through the Kimley-Horn contract with FAMPO. The estimated number of hours for Mr. Garahan to complete this work is one hundred (100), the fee for which is one hundred twenty-five dollars (\$125) per hour, a total fee amount for labor not to exceed twelve thousand, five hundred dollars (\$12,500), plus direct expenses to include airfare, car rental, lodging and meals associated with the work, for a total subconsultant cost not to exceed fifteen thousand dollars (\$15,000).