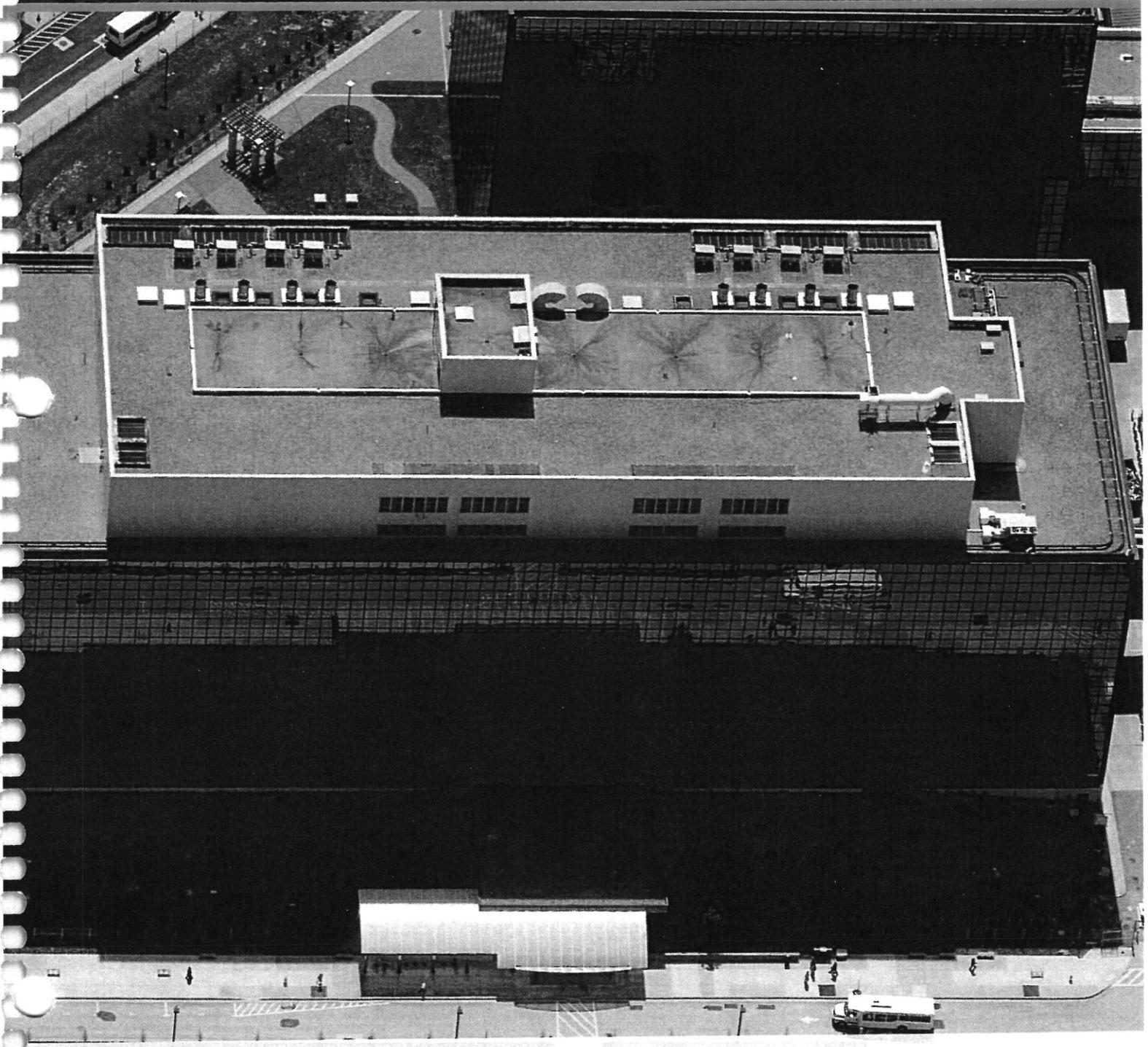


November 8, 2018

ORIGINAL – TECHNICAL PROPOSAL

NAVAL BASE COMMUTER MULTI-MODAL MOBILITY PLANNING STUDY



RFP 2019-068

Submitted to: Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO)







D. Plan of Work

Mobility planning ensures that people can be easily connected to places. The ability to move from home to a place of employment should be the easiest part of an individual's day. However, with congestion and challenges accessing transportation alternatives that provide adequate service between these two points, this trip can become the obstacle to an individual's day.

JMT has provided mobility planning solutions for more than four decades for communities across the mid-Atlantic region, from urban to rural, military installations to college campuses. Our team brings a wealth of knowledge in ensuring that the mobility planning solution evaluates all aspects of the trip, recognizing that every trip begins and ends as a pedestrian, and the vehicle of transportation in between should have the ability to be a choice of transportation options. JMT also has extensive experience working with and around military installations and completed a similar study for providing mobility options to and around the Norfolk Naval Station, the largest naval complex in the world, located in Hampton Roads, VA.

The Calvert-St. Mary's Metropolitan Planning Organization (C-SMMPO) recognizes the need to improve mobility planning in and around the Naval Air Station Patuxent River (NAS PAX) in Lexington Park, Maryland to provide transportation alternatives and solutions for this coming to and around the base. NAS PAX houses NAVAIR headquarters, the affiliated program Executive Officers, as well as the Naval Air Warfare Center Aircraft Division. With over 9,800 civilian employees, 5,700 contractors, and 2,400 active duty military personnel, NAS PAX is the largest employer in St. Mary's County. NAS PAX commissioned a Transportation Improvement Plan (TIP) to develop solutions for moving people in and around the installation. From the TIP, several key components were identified, including the need to create mobility hubs to allow for employees and base personnel to have transportation alternatives others than a single-occupancy vehicle (SOV).

Understanding the theme of the NAS PAX TIP as well as the goals of the C-SMMPO as outlined within RFP 2019-068, Naval Base Commuter Multi-Modal Mobility Planning Study, JMT has developed a work plan approach as outlined below to meet the needs of the study.

A1. Post-Award Meeting and Site Visit

After the Notice to Proceed (NTP) has been provided, JMT will meet with C-SMMPO staff for a Post-Award meeting and site visit.

Pre-Meeting Activities

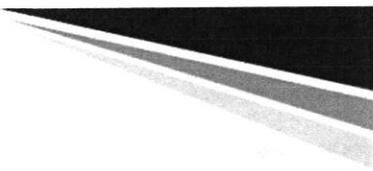
In advance of the meeting, C-SMMPO will provide JMT with copies of the 2013 St. Mary's County Transit Development Plan, 2016 Calvert County Transit Development Plan, Patuxent River Naval Air Station's Transportation Improvement Plan, and the FHWA Guidebook for Meeting Multimodal Network Connective (February 2018). JMT will review these documents to note the elements that pertain to this study scope. JMT will work in coordination with the C-SMMPO Project Manager (PM) to develop a kick-off meeting agenda. The PM will be responsible for scheduling the meeting as well as identifying and inviting necessary stakeholders for the meeting. JMT will develop a base map for the project based on available aerial mapping.

Meeting and Site Visit

JMT will have two people attend the meeting and will take meeting minutes to be provided within three business days to C-SMMPO for their finalization and distribution to the meeting attendees. JMT will bring copies of the agenda and the aerial map for discussion purposes. A site visit will be led by the PM for interested parties to note concerns in the field.

Site Visit for Analysis

JMT will conduct three site visits to collect additional data for the purpose of analysis and development of recommendations to address the key transportation issues identified and within the scope of these services including: roadway operations, parking occupancy, pedestrian environment. Each site visit will be completed by two JMT personnel.



Plan of Work

A2. Public Meeting

JMT will prepare for and attend a Public Meeting to discuss the overall scope of the project and to gain input from community members regarding questions to be asked for through an online survey to obtain additional input. JMT will prepare no more than five boards for this meeting including an aerial map of the area for community members to reference. This aerial map will be the base mapping used for all studies within this scope. JMT will prepare sign-in sheets, comment forms, and directional signage for the meeting.

The C-SMMPO will handle all logistics of the meeting, including any fees associated with the meeting location, ensuring an ADA compliant meeting location as well as all notification to the community.

A3. Community Survey Results

Based on the feedback received at the Public Meeting, JMT will develop an online survey with the aim to collect additional information regarding where people are coming from (outside the installation) and where people are traveling to (inside the installation). Additional questions may relate to intra-day trips within and immediately off the installation as well as perceived obstacles to making these trips other than using a personal vehicle. This survey will be provided to C-SMMPO for review and their distribution to NAV PAX for digital distribution to the base personnel and all support services. It is assumed that this online survey will be open for two weeks to collect data with a push from NAV PAX throughout that period to receive feedback. This survey will be no more than ten questions long.

Once the survey has closed, JMT will review the results and provide them within the Documentation of Findings (#1). These results will help JMT concepts for the remainder of this scope.

A4. Coordination Meetings

Beyond the Post-Award meeting and County Commissioners of St Mary's County Presentation, JMT anticipates additional meetings with C-SMMPO to ensure continued coordination of the project. JMT has successfully used bi-weekly progress conference calls on other project to ensure continued coordination of projects, supplemented with in-person progress meetings. For the purpose of this scope, JMT assumes there will be an additional 11 meetings for the purpose of project coordination. Of these 11 meetings, JMT assumes that nine will be conference calls lasting no longer than 30 minutes, and two will be in-person progress meeting. It will be at the discretion of C-SMMPO to invite individuals beyond the PM to these calls / meetings.

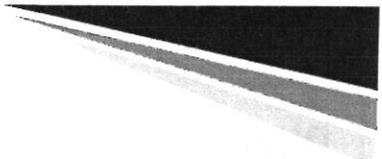
A5. Develop Fixed-Route Options

Using the results from the online survey as well as an understanding of the existing and proposed transit for the area and location of existing park and ride facilities, JMT will develop two concepts of potential shuttle systems. These shuttle systems will be developed based on meeting the origin-destination needs as determined from the survey responses and observed destinations frequented during the initial site visits.

In order to develop these concepts, C-SMMPO will provide JMT with an understanding of the areas within NAS PAX that are unrestricted access for base personnel for existing vehicular movements. This will ensure that the concepts developed are feasible and prudent for maneuvering through the installation.

A6. Develop ADA Compliance Recommendations

Addressing ADA compliance is essential for transit operation to function at a high level to ensure that all pedestrians can access transit. A complete pedestrian access / ADA compliance study, however, would take significant time and funding to coordinate for the entire installation and for all station locations along the routes leading to the installation. For this purpose, JMT is proposing that, once the major destinations have been identified through the online survey and corresponding fixed route options as developed in A5, then those potential stop locations will be evaluated for ADA compliancy from the proposed shuttle location to the destination within 500 LF.



Plan of Work

For this scope, JMT has assumed that a total of 8 shuttle stop locations, two intersections within the installation, and two intersections along MD 235 will be evaluated for ADA compliancy based on visual inspection. While JMT will not review the entire installation for ADA compliancy, we will make note of additional areas along the proposed shuttle routes that do not have sidewalks. JMT will only review external routes and will not evaluate the ADA compliance of buildings and/or walkway/ramps leading to buildings.

A7. Develop Pedestrian Connectivity Options

JMT will evaluate the existing conditions for pedestrians from the Tulagi Place park and ride to Gate 2 located along Cedar Point Road and will propose one concept for providing enhanced connections. This will include the evaluation of proposed sidewalk and potential impacts, curb ramps, and the crossing of MD 235.

A8. Evaluate Pedestrian Crossing of MD 235

Based on the existing traffic volumes and congestion along MD 235, JMT is not intending to propose mid-block crossings for the roadway but will evaluate pedestrian crossings at a total of three locations along MD 235. JMT will review the existing traffic signal timing based on initial site visits and determine the feasibility of incorporating a pedestrian signal to the timing.

Final recommendations will require MDOT State Highway Administration coordination. This coordination is not included in this scope of services.

A9. Develop Geometric Changes

JMT will evaluate the geometric conditions along the proposed shuttle concept routes and develop concepts for ten locations in which additional turn lanes, bike lanes, or other geometric improvements will benefit the mobility for transportation alternatives including transit, bicyclists, and pedestrians.

A10. Develop Report for Transit Access to NAS PAX

The PM will provide JMT with the existing security procedures that will allow JMT to have a complete understanding of what is required for entrance to the secure areas of the base. In addition, the PM will secure a point of contact at NAV PAX for JMT to discuss these procedures and have additional coordination to determine best methods for ensuring transit vehicles can access the installation. JMT will use our experience from the Norfolk Nava Station Transit Study to develop a complete listing of processes for NAV PAX to consider while implementing an on-base shuttle system.

A11. Develop Concept-Level Cost Estimates

JMT will develop concept-level cost estimates for the infrastructure improvements recommended within this study using the MDOT State Highway Administration Cost Estimating procedures as the guidelines for developing these estimates. Estimates will be provided as major quantities and will include the appropriate category contingencies to account for elements such as drainage, stormwater management, maintenance of traffic, landscaping, utility impacts, and preliminary work. In addition, a 40% project contingency will be included.

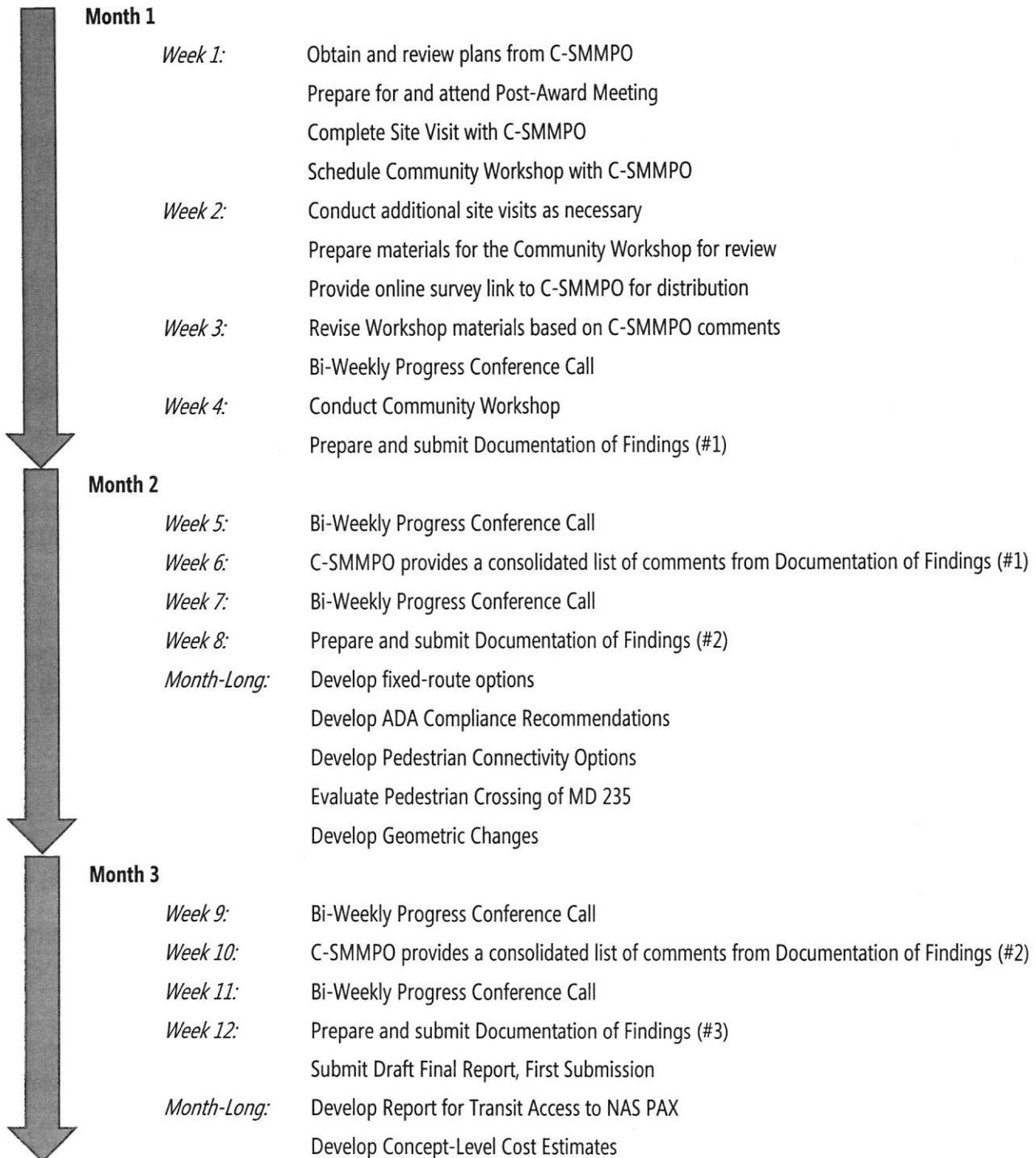
Deliverable Development

JMT will develop the various Documentations of Findings, Draft and Final Reports as outlined in Section E. Deliverables. It is assumed that all Documentations of Findings (#1 to document A1-A3, #2 to document A5-A9, and #3 to document A10-A11) will be submitted and comments will be addressed when the Draft Final Report is submitted, as the findings from each of these individual documents will comprise the final report.

Plan of Work

Proposed Schedule

JMT proposes the following schedule based on the requirements within the RFP once the Notice to Proceed has been received.



Plan of Work

Month 4

- Week 13:* Bi-Weekly Progress Conference Call
- Week 14:* C-SMMPO provides a consolidated list of comments from Documentation of Findings (#3)
- Week 15:* C-SMMPO provides a consolidated list of comments for the Draft Final Report, First Submission
- Week 16:* Submit Draft Final Report, Second Submission

Month 5

- Week 17:* Bi-Weekly Progress Conference Call
- Week 18:* C-SMMPO provides a consolidated list of comments for the Draft Final Report, Second Submission
- Week 19:* Submit Draft Final Report, Third Submission
Bi-Weekly Progress Conference Call

Month 6

- Week 21:* C-SMMPO provides a consolidated list of comments for the Draft Final Report, Third Submission
Bi-Weekly Progress Conference Call
- Week 22:* Submit Revised Final Draft Report to C-SMMPO
Provide draft PowerPoint to C-SMMPO for finalization and use for the County Commissioners Presentation
- Week 23:* Presentation to the County Commissioners of St. Mary's County
Comments to be provided to JMT from the County Commissioners meeting
Bi-Weekly Progress Conference Call
- Week 24:* Final Report delivered to C-SMMPO
Contract Close-out Activities

C

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0



E. Deliverables

JMT will conduct a mobility planning study to determine how a bi-county multi-modal system could be implemented to decrease the amount of automobile traffic on the major thoroughfares in Calvert and St. Mary's County's for access to NAP PAX to include the bus system, pedestrian, and bicycle connectivity improvements.

Our final transportation assessment mobility plan will include a written narrative document to include an executive summary, body, and conclusion. The document will identify key findings, a vision statement, design objectives, design philosophy, sustainability and carbon footprint, mobility, and accessibility, to NAS PAX.

In addition, there will be several interim deliverables for this project including:

- Draft document of findings for the community feedback received at the public meeting.
- Draft document of findings for the proposed fixed routes, evaluation of ADA compliancy as outlined in the scope, concepts for pedestrian connectivity near Tulagi Place park and ride, evaluation of pedestrian crossing of MD 235, and evaluation of the geometric changes proposed for transit and bicycle accommodations. This second deliverable will incorporate the comments received from C-SMMPO from the first deliverable.
- Draft document of findings incorporating the previous components, with revisions incorporated based on comments received, as well as the inclusion of guidelines for transit vehicles entering the installation and conceptual level cost estimates for the various alternative components.
- Draft final report, first submittal.
- Draft final report, second submittal incorporating all comments made within the extent of the scope of services from the first draft final report submittal.
- Draft final report, third submittal incorporating all comments made within the extent of the scope of services from the second draft final report submittal.
- Presentation materials for the County Commissioners of St. Mary's County for final preparation by the C-SMMPO.
- Final report, incorporating any comments received within the extent of the scope of services from the County Commissioners of St. Mary's County meeting.

Each deliverable will be submitted digitally (pdf format) through a SharePoint site, with the exception of the presentation materials for the County Commissioners, which will be provided as a PowerPoint file for use by the C-SMMPO for finalizing the presentation. Hard copies of the final deliverable will be provided to the C-SMMPO for their distribution. A total of eight (8) hard copy reports of the final deliverable will be provided.