

Attachment 1



Southwest Washington Regional Transportation Council

VAST 2013-2014 PROGRAM SCOPE OF WORK

SCOPE OF WORK

JUNE 2013



TABLE OF CONTENTS

1.	INTRODUCTION	1
1.1	AGENCY BACKGROUND.....	1
1.2	LOCAL AGENCY ROLES	2
1.3	RELATIONSHIP TO OTHER REGIONAL PLANS AND PROGRAMS	2
2.	SCOPE OF WORK.....	3
2.1	Task 1: VAST Committee Meetings: Attendance & Support	3
2.2	Task 2: TSMO Policy and Planning, ITS Project Implementation & Integration Technical Support	3
2.3	Task 3: ITS, Communications & Network Technical Support	4
2.4	RTC Responsibility	5

1. INTRODUCTION

The purpose of this Statement of Work, is to define contractual terms for IBI Group and the proposed IBI Group team, in providing professional consultant services for the Vancouver Area Smart Trek Program (VAST) in 2013 and beyond. The VAST program has two key elements: intelligent transportation systems and transportation operations and planning. Consultant assistance will provide support for: multiagency VAST committees; policy, project and integration technical support for ITS projects; communications and network technical activities; and guidance on regional TSMO planning, performance measurement, and evaluation of operational strategies.

RTC has been responsible for the administration of the Vancouver Area Smart Trek (VAST) program since 2001. RTC's role is to provide coordination, management, and deployment of intelligent transportation system (ITS) projects, infrastructure, and equipment to ensure integration and interoperability of projects. RTC's VAST Program also recognizes the need for greater coordination between the ITS technology and transportation operations and planning to present an integrated transportation operations program.

Regional collaboration among the VAST partner agencies on transportation system management and operations, or TSMO, was initiated in 2011 with the adoption of RTC's Regional TSMO Plan. These strategies focus on lower cost operational projects that are regionally coordinated and better utilize existing transportation facilities without expanding roadway capacity. Operational strategies include a wide range of projects such as traveler information, freeway management, arterial management, coordinated incident management, and transit signal priority. The TSMO Plan identified a set of transportation corridors where the application of operational strategies are an effective tool to improve reliability and performance and is the road map to guide TSMO investment and solutions for the next 10 years to improve reliability, improve safety, and reduce travel delay.

The 2013-2014 VAST Program will continue ITS infrastructure improvements and communications infrastructure development and will also address transportation system management and operations with the goal of making more effective use of existing infrastructure by improving transportation system operations and better monitor its performance.

1.1 AGENCY BACKGROUND

The Southwest Washington Regional Transportation Council (RTC) is designated by the Governor of the State of Washington to be the Metropolitan Planning Organization (MPO) for Clark County, Washington. As the MPO/RTPO, RTC conducts numerous regional transportation planning activities for the region.

RTC participates in the development of the Metropolitan Transportation Plan for Clark County (MTP), the Metropolitan Transportation Improvement Program (MTIP), the Unified Planning Work Program (UPWP), ITS planning and management, transportation operations planning, the Congestion Management Process, air quality planning, transportation demand management, development of the regional travel forecasting model and other regional transportation studies.

RTC is responsible for administration and management of the consultant contract.

1.2 LOCAL AGENCY ROLES

RTC has lead responsibility in conducting and managing the Vancouver Area Smart Trek Work Program, however, the program will be closely coordinated with Vancouver Area Smart Trek partner agencies. The VAST agencies consist of: Clark County, the City of Vancouver, the City of Camas, the Washington State Department of Transportation, and C-TRAN. This Work Program will also be coordinated with ITS and operations management efforts being conducted by Portland Metro.

Three VAST committees provide direction and support to RTC for this program. The VAST Steering Committee partnership coordinates on project delivery, joint project funding, monitoring project development, and project integration. The VAST Communications Infrastructure Committee (CIC) was formed in 2004 and addresses the sharing, maintenance, and standards for communications infrastructure and equipment. It is represented by the same agencies but is made up of both transportation and communications technical staff.

The development of RTC's Regional TSMO Plan adopted in 2011 was facilitated through the active support and participation of the TSMO Steering Committee. The Committee includes both traffic operations and transportation planning staff from partner agencies and continues to support TSMO planning and implementation of operational strategies.

A qualified consultant must be able to understand the VAST Work Program including the current transportation-related activities of the local jurisdictions and interagency relationships for ITS and operations.

1.3 RELATIONSHIP TO OTHER REGIONAL PLANS AND PROGRAMS

The VAST program is consistent with the traffic operational efficiency goals in the Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program. The 2011 update of the MTP identifies TSMO and ITS strategies to preserve transportation system capacity. The next update of the MTP will more fully incorporate those elements and the VAST program activities into the planning process and the MTP. In addition, a key element of MAP-21 is the establishment of performance measures and targets. The work program will work to develop operational measures and targets consistent with MAP-21.

The VAST Work Program meets federal requirements for planning, development, and implementation of ITS projects. Federal regulation 23 CFR 940 requires that regions develop and maintain a regional ITS architecture to ensure that ITS technology projects are interoperable and that it must include participation from transportation stakeholders so that projects are coordinated and integrated. The VAST program also meets federal requirements for the Congestion Management System by providing regional services to agency partners to improve transportation performance by collaborating on operational strategies.

The TSMO Plan and subsequent updates will comprise the transportation system management operations element of the Metropolitan Transportation Plan for Clark County and local comprehensive plans and will serve to guide planning for regional operations mobility.

IBI Group (Consultant) will provide technical support to RTC in the undertaking of its responsibilities under the VAST program, with specific work activities defined below. The contract period covered under this scope shall begin on July 1, 2013 and continue until Jun 30, 2014. This Scope of Work

is intended to supplement the current agreement between RTC and the Consultant with additional, specific work activities.

2. SCOPE OF WORK

The work to be performed by the Consultant is described in this Scope of Work. The Scope of Work includes the following tasks:

- **Task 1: VAST Committee Meetings: Attendance & Support**
- **Task 2: TSMO Policy and Planning, ITS Project Implementation & Integration Technical Support**
- **Task 3: ITS, Communications & Network Technical Support**

Each of these tasks is defined in more detail below.

2.1 Task 1: VAST Committee Meetings: Attendance & Support

The Consultant will attend up to twenty four (24) meetings of the TSMO Steering Committee, the VAST Steering Committee, and the Communications Infrastructure Committee as requested by RTC, each committee generally meets once a month. Consultant may assist RTC with preparation of the meeting agenda in advance and assist RTC with the development of brief meeting minutes and response to specific action items identified during the meeting. The consultant may also provide other VAST committee support, including the development of brief position papers.

2.2 Task 2: TSMO Policy and Planning, ITS Project Implementation & Integration Technical Support

In addition to committee support in Task 1, the Consultant will provide specific assistance and technical support as directed by the TSMO and VAST Steering Committees and RTC. This may include TSMO transportation operations technical assistance and/or assistance in meeting federal ITS requirements and guidance to the Steering Committees in establishing project priorities, needs, and planning.

Consultant will assist RTC in the initiation, development and/or implementation of any of TSMO activities as directed by RTC. The activities with the TSMO element of the VAST Program that may be addressed include, but are not limited to the follow areas:

- Regional TSMO Coordination
- Performance Measurement
- PORTAL and Regional Data Collection
- Planning for Operations
- Project Development
- Regional Planning
- Education/Outreach

In addition to the TSMO element of the VAST Program, the Consultant will assist RTC in management and provide technical support for VAST funded projects. The range of activities may include:

- Assistance, management and/or technical support on any new or ongoing VAST Projects contained in the Metropolitan Transportation Improvement Program including those managed by other agencies that have broader implications for VAST.
- Monitor and update the TSMO corridors identified in the Regional TSMO Plan.
- Guidance carrying out operational improvements in the 10-year TSMO Implementation Plan.
- Assist and provide guidance in the documentation of operational projects and their associated benefits.
- Develop template for the VAST agencies for conducting before and after analysis of operational projects.
- Assist RTC to develop guidelines and protocols for regional operations.
- Assist in the development of joint agency applications for federal program funding of ITS and operational projects.
- Investigation of and assistance in the development of ITS funding opportunities including federal grants and programs and state and local opportunities.
- Provide support for the discussion of regional transportation operations improvements for the VAST agencies.

Assess and provide assistance in compliance with Federal ITS requirements and performance measures and targets, particularly in MAP-21.

The 2011 Regional Transportation Management and Operations Plan included numerous recommendations to strengthen regional coordination and integration of ITS and operations into regional planning. These recommendations form the basis for additional activities that may be undertaken by VAST over the next several years. Examples include:

- Outreach and advocacy to policy makers and agency staff
- Refinement of regional performance measures consistent with MAP-21 guidelines,
- Integration of ITS/operations data (through PORTAL as applicable) into the regional Congestion Management Process (CMP)

2.3 Task 3: ITS, Communications & Network Technical Support

Consultant shall provide specific assistance and communications related technical support as directed by the VAST Communications Infrastructure Committee and RTC within the limits of available budget. Activities may include assisting RTC and VAST in management and providing technical support for VAST communications projects that may include:

- On-going support with OSPInSight implementation, data entry and product utilization;
- On-going support with Interagency Fiber Agreement and associated permits;
- Fiber, Equipment & Infrastructure Standards;
- Assisting with development of rules of use on regional communications network;
- Assistance in the development of CIC Goals, Objectives and Prioritization of activities moving forward (examples may include assistance in the following):
 - Development of “rules of thumb” for fiber sizing for future projects;

- Definition/refinement of design & documentation standards;
 - Definition/refinement of equipment & infrastructure standards;
 - Definition/refinement of construction & testing standards.
- CIC Process and Procedure Development and Documentation
- Continue to formalize fiber sharing and route assignment process and procedures;
 - Review any efforts that come out of the activities identified directly above and may require definition of Process & Procedures;
- Coordination with regional ITS Network technical and policy support
- Continuing support activities with regional ITS Network as established
 - Provide oversight of the update to the Regional Communications Master Plan

NOTE: should additional funding become available, RTC may choose to expand the Scope of Work to have the consultant team perform the update of the Regional Communications Master Plan (RCMP). Oversight services to the RCMP would be provided under the current Scope of Work services either way.

2.4 RTC Responsibility

RTC will have overall responsibility for managing the Vancouver Area Smart Trek Work Program and the consultant assistance contract. RTC will provide direction to the consultant who will provide technical activities to support the Work Program as described in Section 2.1 above.

RTC staff will carry out project management and coordination activities. RTC and the VAST partner agencies will assist with the development of the Vancouver Area Smart Trek Work Program and provide review and input on all of the tasks contained in the scope of work.

Unless otherwise directed, formal and informal communication following contract award shall be directed to Bob Hart, RTC Project Manager.