

## Scope Summary - Design Manual Updates to Comply with Complete Streets Policy

### Task Description

The purpose of this task is to update Design Manual Volume III “Roads and Bridges” and a portion of Volume IV “Standard Specifications and Details for Construction” to comply with the Complete Streets policy adopted by Howard County Council on October 7, 2019. The following services will be performed:

#### A. Working Group Facilitation

WRA will facilitate up to 15 meetings.

#### B. Outreach

WRA will develop materials and facilitate up to five outreach events during the course of the project.

#### C. Design Manual Updates

Primarily Volume 3, some Volume 4 (typical roadway cross section).

#### D. Senior Staff Updates

WRA will prepare and deliver, alongside County staff, up to five updates to Directors, Administrators, and senior staff regarding project progress.

### Schedule

	2020												2021									
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
Manual updates due																						✓
Goal for completion															✓							
WG meetings	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Senior staff updates			✓			✓			✓			✓										
Outreach events	✓			✓			✓			✓			✓									
Multimodal Trans. Board													✓									
Public Works Board														✓								
County Council															✓							

## Scope Summary - Complete Streets Policy Implementation Tasks

### Task Description

The purpose of this task is to assist Howard County staff with implementation of the Complete Streets policy adopted by County Council on October 7, 2019. The following services will be performed:

#### A. Complete Streets Implementation Team Facilitation

WRA will facilitate eleven monthly meetings of the CSIT at the County’s offices. These meetings will be used to review progress made during the preceding month, obtain decisions as needed, and plan the work for the following month.

#### B. Project Prioritization

WRA, along with subconsultant Mahan Rykiel Associates, Inc., will work with County staff to develop a project prioritization process based on the performance measures in the policy.

#### C. Education and Training

WRA will prepare three sets of education/training materials, one for each of the stakeholder groups (staff, citizens, developers).

#### D. Tracking and Reporting

The Complete Streets policy requires tracking and reporting of implementation progress twice a year. WRA and subconsultant Mahan Rykiel Associates, Inc. will develop a report template and checklist for use by County staff to track performance measures.

#### E. Communication and Outreach

WRA will support the County’s development of those procedures in two specific ways:

- Prepare and deliver a presentation on best practices in Complete Streets outreach in the context of the policy.
- Participate in up to three meetings at the County to review draft procedures and offer feedback. The goal of this review is to ensure general consistency across departments, check the draft procedures against national best practices, and ensure that all relevant elements in the Complete Streets policy are addressed.

#### F. General Support

Includes updates to Subdivision and Land Development Regulations.

### Schedule

	2019		2020									
	N	D	J	F	M	A	M	J	J	A	S	O
CSIT meetings		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Delivery of project prioritization process											✓	
Twice-yearly reports					✓						✓	
Delivery of public engagement procedures										✓		
Education and training	To be determined											