

# PIMA COUNTY, ARIZONA

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## AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN UPDATE – PHASE 1

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### PROJECT MANAGEMENT PLAN DELIVERABLE PRODUCT 1.1

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## Introduction

In 1990, groundbreaking federal legislation was approved prohibiting discrimination against individuals with disabilities. This legislation was entitled the Americans with Disabilities Act (ADA). In the publication *Special Report: Accessible Public Rights-of-Way / Planning and Designing for Alterations* (July 2007) by the Public Rights-of-Way Access Advisory Committee, the following statements are contained in the Introduction.

*The American with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people with disabilities. ADA implementing regulations for Title II prohibit discrimination in the provision of services, programs, and activities by state and local governments. Designing and constructing pedestrian facilities in the public right-of-way that are not usable by people with disabilities may constitute discrimination. Section 504 of the Rehabilitation Act of 1973 (504) includes similar prohibitions in the conduct of federally-funded programs.*

The public right of way is typically associated with roadway right of way. ADA addresses pedestrian facilities, e.g., sidewalks, within roadway rights of way as well as pedestrian facilities that are not associated or included in roadway rights of way, e.g. pedestrian routes and shared use paths across public lands.

In the mid-1990s, Pima County made an attempt to formally address ADA within the unincorporated area. A consultant was contracted by the Pima County Department of Transportation (PCDOT) to conduct a study and prepare a Transition Plan, which was entitled *ADA Roadway Compliance Plan*. According to the ADA regulations contained in the Code of Federal Regulations, 28 CFR 35.150 (d), a Transition Plan “shall, at a minimum,

- i. Identify physical obstacles in the public entity’s facilities that limit the accessibility of its programs or activities to individuals with disabilities;*
- ii. Describe in detail the methods that will be used to make the facilities accessible;*
- iii. Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and*
- iv. Indicate the official responsible for implementation of the plan.”*

Briefly, an ADA Transition Plan is a document prepared for a unit of government that identifies by location various existing pedestrian facility physical barriers and other ADA needs that limit accessibility. In addition, it describes how and when the unit of government intends to eliminate these barriers and address ADA needs. Based on ADA regulations, the corrections or improvements are prioritized. Finally, it may be necessary to change government programs, services, and activities to better support ADA compliance. These changes to programs, services, and activities should also be included in the Transition Plan.

Since the completion of the *ADA Roadway Compliance Plan*, limited work has been done to address ADA needs in unincorporated Pima County due to a lack of funding. To date, ADA needs have primarily been addressed as part of the reconstruction of arterial and collector roadways,



the spot improvement of individual intersections, and the implementation of federal Transportation Enhancement (TE) pedestrian projects and local Regional Transportation Authority (RTA) projects. Pima County government administrators understand that more needs to be done to address ADA needs on existing pedestrian facilities within their control.

PCDOT administrators and staff are committed to evaluating and upgrading County transportation facilities to better comply with ADA and any associated regulations for pedestrian facilities within the public right-of-way and on other pathways on public lands maintained by PCDOT. In order to achieve this, a new program will need to be created and implemented by PCDOT. Accordingly, the PCDOT staff requested Curtis Lueck & Associates (CLA) to submit a proposal to develop a program and to update the Transition Plan. Due to limited financial resources, only Phase 1 of the proposal, which is the subject of this effort, is funded. Phase 1 addresses the development of the program. Phase 2, which addresses the selection, prioritizing, scheduling, and funding of ADA improvement projects, is yet unfunded. The portion of the CLA proposal to PCDOT discussing the Phase 2 effort is included as Appendix 1.

## Project Description

The primary goal of the Phase 1 project is the development of an ongoing program to address pedestrian facility ADA needs within unincorporated Pima County, both within the public rights of way and on other pathways on public lands maintained by PCDOT. The Project Manager and the CLA staff will work with an ad hoc committee, to be named the Advisory/Oversight Committee (AOC), to develop this program. This Phase 1 project will:

- Establish the AOC, which will be composed of 1) representatives of various advocacy organizations serving the disabled and 2) representatives of several departments of Pima County government, to assist in the development of the program
- Establish a framework for the program that includes goals/objectives, policies/guiding principles, standards/requirements, and methodologies to achieve ADA compliance
- Evaluate all potential funding sources for ADA improvements
- Integrate information about the preparation of Transition Plans from the federal government and other units of government
- Develop program methodologies that are realistic, simple, user-friendly, and cost-effective to create and use while still complying with federal guidelines
- Develop databases for existing conditions that can be used to select and prioritize potential improvements
- Establish opportunities for public participation and input
- Develop training opportunities for the PCDOT
- Develop improvement progress monitoring and reporting procedures

The Phase 1 project will involve nine work tasks, which are outlined in this document. There may be additional work needed to address unforeseen issues. Once the Phase 1 project has been completed, the Phase 2 project may begin as soon as funding is made available.

## **Purpose of this Project Management Plan**

The purposes of this Project Management Plan are:

1. To identify the roles of the project participants,
2. To describe the major work tasks, and
3. To establish a viable project schedule.

The Project Management Plan will help to guide the project to a successful conclusion. It may need to be amended during the project to reflect changes in scope or schedule. If so, an addendum will be submitted to the Project Manager for review and approval.

## **Project Participants and Responsibilities**

This project is being funded primarily by the Pima Association of Governments (PAG) utilizing Project Development Activities Funds (PDAF). Pima County will administer this project. The primary Project Participants will include members of the staffs of Pima County and CLA.

Throughout the project, input will also be sought from other representatives of Pima County government and various advocacy groups associated with several disabilities. These individuals will serve on the AOC. Additional information about these representatives will be provided in Work Task 1.3.

### ***PCDOT / Transportation Systems Division***

Matthew Zoll, M. Sc., AICP, Bicycle and Pedestrian Program Manager, is the Project Manager for this project. He is responsible for overall project management and coordination. Mr. Zoll will direct the work of the consultant, approve work products, and approve consultant invoices for payment. In addition, he will direct and coordinate other county government participants. As needed, he will request other county personnel to produce data as requested by the consultant.

### ***Project Consultant / Curtis Lueck & Associates***

CLA will provide four professional members for this project.

Curtis Lueck, P.E., Ph.D., Principal, will be responsible for the overall management of the project work tasks performed by the consultant. He will ensure that the project scope of work is completed on schedule and within budget. Dr. Lueck will inspect all deliverable products for completeness and assure that they are of professional quality. He will attend all meetings that require that presence of a person in his position.

Marcos Esparza, P.E., Senior Associate, will be one of the two primary professionals involved in many of the day-to-day work tasks of this project. He will be responsible for assembling relevant information, participating in meetings, and preparing deliverable products.



Cheryl Rader, Senior Planner/Analyst, will be involved in the gathering of relevant information from existing databases and the preparation of new databases and spreadsheets.

Kenneth Shackman, P.E., PTOE, Senior Associate, will be the second primary professional involved in many of the day-to-day work tasks of this project. His responsibilities will be complementary to those of Mr. Esparza.

## **Project Work Task Descriptions**

The Pima County ADA Transition Plan Update project is composed of two phases. Phase 1 will focus on the creation of a new ongoing program to address pedestrian facility ADA needs within unincorporated Pima County, both within the public rights of way and on other pathways on public lands maintained by PCDOT. The Phase 2 work effort will include the development of a prioritization process to remove barriers to ADA access, the preparation of a short term (5 years) project priority list and implementation schedule, and the development of a mid term (6 to 10 years) and long term (greater than 10 years) improvement lists and schedules. Due to limited funding, only Phase 1 will be initiated at this time. It is hoped that any delay in beginning Phase 2 will be short.

The Phase 1 effort is composed of nine work tasks (WT), which are the subject of this report section. Several of the work tasks will be performed concurrently in order to expedite the project schedule. The deliverable products (DP) will be identified within each work task. The project schedule showing the temporal relationship of the project activities is included as Exhibit 1.

### ***Work Task 1.1: Develop Project Management Plan (DP 1.1)***

The Project Management Plan establishes a refined scope of work, defines the work assignments and responsibilities, and sets the project schedule for all participants. CLA has used this type of document on past Pima County projects in order to better guarantee that the project will be completed on schedule/on budget and that the deliverable products will satisfy the needs of the client. The key product is a written Project Management Plan (DP 1.1) that defines a commitment by all of the project participants (the Pima County staff, the representatives of the advocacy organizations for the disabled community, and the consultant) to be actively and constructively involved throughout the duration of the project.

#### ***WT 1.1.1: Prepare a draft Project Management Plan***

The consultant will prepare and submit a draft Project Management Plan to the Project Manager. Included in this submittal will be a draft project schedule.

#### ***WT 1.1.2: Review the draft Project Management Plan***

The Project Manager, the members of the AOC, and possibly other Pima County representatives will review the draft document and submit review comments. The review period should be no longer than three weeks.

*WT 1.1.3: Prepare a final Project Management Plan*

Based on the review comments received, the draft document will be revised. The revised or final document (DP 1.1) will be submitted to the Project Manager for approval. The consultant will transmit the approved final Project Management Plan to all individuals actively participating in the project.

***Work Task 1.2: Perform a Literature Search (DP 1.2)***

This is a critical work task because it will better guarantee that all of the project participants will be making decisions based on up-to-date information. Currently, the Project Manager, who is the Pima County Bicycle and Pedestrian Program Manager, may be the most knowledgeable individual of all of the project participants. In order to develop a reasonable program, the other project participants will need to be better informed about the subject of this project.

The objective of this work task will be to prepare a technical memorandum documenting the review of relevant documents and information sources. The documents may have been prepared by various agencies of the federal government, state Departments of Transportation, units of local government, and organizations involved with transportation facility design or accessibility as it relates to transportation facilities. Other information sources will include the websites of some of the agencies and organizations that were the sources of the aforementioned relevant documents.

*WT 1.2.1: Review sources of information*

As part of this subtask, the consultant will review a wide variety of documents and websites. The Pima County Project Manager provided several documents to the consultant that will be very helpful in the development of the program. These documents also contain the internet addresses of websites that will be equally useful for the development of this program. Possible information sources include:

- The U.S. Access Board (Access Board): For example, the *Revised Draft Guidelines for Accessible Public Rights of Way* and other information contained on the Access Board internet website.
- The Public Rights of Way Access Advisory Committee (PROWAAC): For example, the publication *Access Public Rights of Way – Planning and Designing Alterations* and other relevant information prepared by this committee.
- The American Association of State Highway and Transportation Officials (AASHTO): For example, the publication *Guide for the Planning, Design, and Operation of Pedestrian Facilities* and other relevant information prepared by this organization.
- The U.S. Department of Transportation (U.S. DOT) Federal Highway Administration (FHWA): For example, the publication *Pedestrian Facilities Users Guide: Providing Safety and Mobility* and other relevant documents provided by this agency.
- The Institute of Transportation Engineers (ITE): For example, information from web-based seminars, such as *Pedestrian Accessibility / Introduction and Context*, and various publications.
- Various State and local transportation agencies.



- Pima Association of Governments: For example, the *Tucson Region Sidewalk Inventory Project Report*.
- Pima County: For example, the mid-1990s *ADA Roadway Compliance Plan*.

*WT 1.2.2: Prepare a draft technical memorandum*

The consultant will prepare a draft technical memorandum (DP 1.2) summarizing the information collected as part of this work task. The technical memorandum will be formatted in such a way that it can be easily converted into a section of the final report for this phase of the project.

*WT 1.2.3: Review the draft technical memorandum*

The Project Manager and the other project participants, including the members of the AOC, will review the draft document and submit review comments. The review period should be no longer than three weeks.

*WT 1.2.4: Prepare a final technical memorandum*

Based on the review comments received, the draft document will be revised. The revised or final document (DP 1.2) will be submitted to the Project Manager for approval. The consultant will transmit the approved final document to the other project participants, including the members of the AOC.

***Work Task 1.3: Establish an Advisory/Oversight Committee (DP 1.3)***

The PCDOT Project Manager and CLA will seek input and guidance from a number of sources. The major source of guidance will be the members of an ongoing committee developed exclusively for this program. The name of this ongoing committee will be the Advisory/Oversight Committee (AOC). Many of the potential members of the AOC currently have hands-on experience with members of the disabled community because they serve with advocacy organizations associated with various disabilities. Other potential members of the AOC will be representatives of Pima County government. This committee will assure that the outcome of the program is meaningful, realistic, feasible, and worthy of spending limited financial resources.

*WT 1.3.1: Prepare invitations to join the AOC*

It is envisioned that the AOC will have 10 to 15 members. Some of the members may be representing the following disability advocacy organizations.

- Arizona State Schools for the Deaf and the Blind (ASDB).
- PAG Elderly and Persons with Disabilities Assistance Review Task Force.
- Pima Council on Aging (PCOA).
- Southern Arizona Association for the Visually Impaired (SAAVI).
- Tucson Commission on Disability Issues (CODI).

The AOC members from Pima County government may include representatives from the following departments and divisions.

- Department of Transportation (Operations & Maintenance Division, Traffic Engineering Division, Transportation Engineering Division, and Transportation Systems Division).
- Human Resources Department (County ADA Coordinator).

The consultant will prepare letters to be sent to each of the above listed disability advocacy organizations or Pima County departments inviting a representative to participate in this effort. It is recommended that there be no more than one representative from each organization or Pima County department/division.

*WT 1.3.2: Organize AOC meetings*

The AOC will meet up to four times during the Phase 1 effort in order to provide useful input and feedback. If necessary, additional meetings will be held. One of the meetings may involve a field trip for the committee members to inspect various locations with examples of pedestrian ADA needs being addressed (or not). A reasonable alternative to this field trip may be a “virtual” field trip where participants are brought together in a conference room to review sites via PCDOT GIS Division databases, Google Maps, TransView, and other imagery. All of the meetings will be arranged by CLA in coordination with the PCDOT Project Manager

A “kickoff” meeting will be held as soon as draft documents have been prepared for the Project Management Plan and the Literature Search Technical Memorandum. The goal of this meeting will be to discuss the role of the group, to organize the group, and to discuss the two draft documents. The second meeting will be held prior to Work Task 1.6. The goal of this meeting will be to conduct the real or “virtual” field trip discussed in the previous paragraph. The third meeting will be held during Work Task 1.6. The goal of this meeting will be to discuss the development of a program framework. A fourth meeting may be held during Work Task 1.7. The goal of this meeting, if needed, will be to discuss the proposed program methodologies.

The meetings will be held in a convenient central location, possibly in the City-County Public Works Building or at the PAG offices. Documentation to be discussed at these meetings will be transmitted electronically to the participants approximately one week in advance of the meetings.

*WT 1.3.3: Prepare a draft technical memorandum*

The consultant will prepare a draft technical memorandum (DP 1.3) summarizing the formation and composition of the AOC. The technical memorandum will be formatted in such a way that it can be easily converted into a section of the final report for this phase of the project.

*WT 1.3.4: Review the draft technical memorandum*

The Project Manager and the other project participants, including the members of the AOC, will review the draft document and submit review comments. The review period should be no longer than three weeks.

*WT 1.3.5: Prepare a final technical memorandum*

Based on the review comments received, the draft document will be revised. The revised or final document (DP 1.3) will be submitted to the Project Manager for approval. The consultant will transmit the approved final document to the other project participants, including the members of the AOC.

**Work Task 1.4: Review Existing Relevant Databases (DP 1.4)**

Currently, there are several sources of readily available information for eastern Pima County relevant to this effort. These sources include PCDOT Geographic Information Systems (GIS) Division databases, PAG databases and documentation, and the previous Pima County ADA Transition Plan documentation.

*WT 1.4.1: Evaluate existing PAG and Pima County relevant documentation and databases*

At the onset of this work task, the consultant will review the Pima County *ADA Roadway Compliance Plan*, which is the final report of the mid-1990s ADA transition plan effort, in order to establish if there is any useful information for the current effort.

A member of the CLA staff will meet with representatives of the PCDOT GIS staff to discuss databases that contain useful information for this effort. The types of information being sought are related to the locations of existing sidewalks, traffic signal and pedestrian flashing beacon installations, schools, libraries, government buildings, parks, recreation centers, shopping centers/malls, and employment centers.

The staff of the PCDOT Operations & Maintenance Division will be interviewed to determine if some of the information on their roadway videotapes, which shows both the roadway and the right of way, can be incorporated. The videotapes are for segments of major streets within unincorporated Pima County. This information is available for viewing using the Tucson Department of Transportation TransView website.

The consultant will obtain file information from the PCDOT Transportation Systems Division about both the existing and the proposed Safe Routes to School alignments. Information will also be obtained about the Pima County Rural Transit Program. This information will include route descriptions and bus stop/shelter locations and ADA accommodations.

The staff of the Sun Tran bus service, which is operated by the City of Tucson, will be contacted by CLA in order to determine the existing and proposed routes in unincorporated Pima County.

Information obtained will include route descriptions and bus stop/shelter locations and ADA accommodations.

In 2005, PAG released the publication *Tucson Region Sidewalk Inventory Project Report*. The report will be reviewed and the PAG staff will be questioned about this report and existing support information contained in files or databases.

Another source of information will be the Google Maps website. This website provides ground-level information.

*WT 1.4.2: Prepare a draft technical memorandum*

The consultant will prepare a draft technical memorandum (DP 1.4) summarizing the information databases and documentation evaluated. The strengths and weaknesses of each will be noted. The technical memorandum will be formatted in such a way that it can be easily converted into a section of the final report for this phase of the project.

*WT 1.4.3: Review the draft technical memorandum*

The Project Manager and the other project participants will review the draft document and submit review comments. The review period should be no longer than three weeks.

*WT 1.4.4: Prepare a final technical memorandum*

Based on the review comments received, the draft document will be revised. The revised or final document (DP 1.4) will be submitted to the Project Manager for approval. The consultant will transmit the approved final document to the other project participants.

**Work Task 1.5: Determine Existing Potential Funding Sources (DP 1.5)**

In this work task, the consultant will evaluate potential funding sources. Several of the potential sources have existed for many years. However, new sources have been introduced in recent years to better address safety problems, infrastructure deficiencies, and to stimulate the economy.

*WT 1.5.1: Evaluate existing potential funding sources*

Based on discussions with the PCDOT Project Manager and the expertise of the CLA staff, there are numerous existing potential funding sources to implement ADA improvements. These funding sources include the following.

- American Recovery and Reinvestment Act (ARRA) (Limited near term opportunity)
- Arizona Highway Users Revenue Funds (HURF).
- Pima Association of Governments Project Development Activities Funds (PDAF)
- Pima County ADA Funds.
- Pima County Neighborhood Reinvestment Funds.
- Regional Transportation Authority (RTA) Funds.

- U.S. DOT Safe Routes to Schools (SRTS) Funds.
- U.S. DOT Transportation Enhancement (TE) Funds.

Using reasonable assumptions, the consultant will attempt to forecast funding for a 10 year planning period. For each of the aforementioned funding categories, a potential range of funding levels will be estimated.

*WT 1.5.2: Other ways to fund and implement ADA improvements*

There will be other means for implementing ADA improvements. One of these other means for implementing ADA improvements will be off-site improvements required of developers of residential, commercial, and industrial developments. In addition, ADA improvements are typically included in both major and minor transportation improvements, e.g., arterial roadway widening projects and intersection improvement projects.

*WT 1.5.3: Prepare a draft technical memorandum*

The consultant will prepare a draft technical memorandum (DP 1.5) summarizing the existing potential funding sources. The likelihood of obtaining these funds for ADA improvements will be noted. The technical memorandum will be formatted in such a way that it can be easily converted into a section of the final report for this phase of the project.

*WT 1.5.4: Review the draft technical memorandum*

The Project Manager and the other project participants will review the draft document and submit review comments. The review period should be no longer than three weeks.

*WT 1.5.5: Prepare a final technical memorandum*

Based on the review comments received, the draft document will be revised. The revised or final document (DP 1.5) will be submitted to the Project Manager for approval. The consultant will transmit the approved final document to the other project participants.

**Work Task 1.6: Develop Framework for Program (DP 1.6)**

Once Work Tasks 1.2 through 1.5 are completed, the PCDOT Project Manager, the members of the AOC, and CLA will have a good understanding of:

- The ADA requirements (including those related to ADA Transition Plans).
- The readily available useful ADA information.
- The potential sources of funds and other mechanisms for implementing ADA improvements.

This will be an opportune time to develop a framework for an ongoing program to monitor the transportation facilities in unincorporated Pima County for ADA improvements and to implement improvement efforts on a continuous basis. This is a critical work task. Unlike the previous effort in the mid-1990s, which produced an ADA Transition Plan and limited ADA

improvements, the PCDOT staff now wishes to address ADA deficiencies each year so that progress is continually made.

*WT 1.6.1: Elements of the program framework*

The Project Manager, the AOC, and the consultant will be working together on this important and comprehensive work task. The framework for this effort should consist of the following elements.

- Goals and objectives
- Policies and/or guiding principles
- Standards and requirements
- Typical methods to achieve compliance

The above items should be forward thinking, but realistic, feasible, and achievable. There may be circumstances where it is relatively simple to bring a location up to current ADA requirements. However, there may be other circumstances where it may be very difficult or impossible to satisfy the requirements. As a result, the program should allow a certain degree of flexibility and creativity in order to make progress.

*WT 1.6.2: Achieving consensus on the elements of the program framework*

Due to the diversity of the composition of the AOC, it could be time consuming to reach consensus on the elements of the framework. As a result, CLA may need to hire an outside consultant to facilitate and expedite this work task. One possibility is to request the PAG staff to conduct one or more ThinkTank information gathering sessions with the AOC members. This is an excellent method for collecting useful information from a diverse group, such as the AOC. Over the past three years, the PAG staff has assisted Pima County and other government entities with similar situations where consensus needs to be achieved. Another possibility is to hire a professional meeting / public participation facilitator. Both Pima County and the City of Tucson have used this approach on various major transportation improvement projects.

*WT 1.6.3: Prepare a draft technical memorandum*

The consultant will prepare a draft technical memorandum (DP 1.6) documenting the elements of the framework. The information will need to be prepared in such a way that it is easily understood by a diverse group of readers. This information may be read by members of the Pima County Board of Supervisors, individuals with a technical background, and the general public. The technical memorandum will be formatted in such a way that it can be easily converted into a section of the final report for this phase of the project.

*WT 1.6.4: Review the draft technical memorandum*

The Project Manager and the other project participants will review the draft document and submit review comments. The review period should be no longer than three weeks.

*WT 1.6.5: Prepare a final technical memorandum*

Based on the review comments received, the draft document will be revised. The revised or final document (DP 1.6) will be submitted to the Project Manager for approval. The consultant will transmit the approved final document to the other project participants.

***Work Task 1.7: Develop Methodologies for Program (DP 1.7)***

Based on the outcome of the previous work task, the PCDOT Project Manager, the members of the AOC and CLA will determine various methodologies for the successful implementation of the ongoing program. The methodologies developed should be comprehensive, but easily implemented.

*WT 1.7.1: Develop draft proposals for program methodologies*

The CLA staff will develop draft proposals for program methodologies. During this work task, it is envisioned that the consultant will:

- Develop simple, inexpensive data collection strategies
- Develop user-friendly information databases (text and photo) that can be easily updated (including a database for citizen/staff requests to address ADA needs)
- Develop public participation opportunities with the AOC that may involve presentations, workshops involving the public, and a website
- Develop, organize, or schedule ADA training sessions for the PCDOT staff
- Develop processes for continually monitoring implemented ADA improvements
- Develop a quarterly status report template that can be easily updated and understood by a diverse audience

The expertise and assistance of the PCDOT staff will be required for certain parts of this work task. Members of the GIS Division and other PCDOT divisions should be able to provide this assistance.

*WT 1.7.2: Achieving consensus on the draft proposals for program methodologies*

A meeting involving the Project Manager, the AOC, and the consultant will be held to discuss the various methodology draft proposals. A goal of the meeting will be to seek the input of the members of the AOC on the presented proposals. Based on the input provided by the AOC, the proposals may be revised.

*WT 1.7.3: Prepare a draft technical memorandum*

The consultant will prepare a draft technical memorandum (DP 1.7) documenting the revised proposals for the program methodologies. Similar to the technical memorandum for the previous work task, the information contained in this technical memorandum will need to be prepared so that it is easy understood by a wide variety of readers. This information may be read by members of the Pima County Board of Supervisors, individuals with a technical

background, and the general public. The technical memorandum will be formatted in such a way that it can be easily converted into a section of the final report for this phase of the project.

*WT 1.7.4: Review the draft technical memorandum*

The Project Manager and the other project participants will review the draft document and submit review comments. The review period should be no longer than three weeks.

*WT 1.7.5: Prepare a final technical memorandum*

Based on the review comments received, the draft document will be revised. The revised or final document (DP 1.7) will be submitted to the Project Manager for approval. The consultant will transmit the approved final document to the other project participants.

**Work Task 1.8: Prepare Inventory Databases (DP 1.8)**

In order to guide the program, several databases will need to be created. The databases will contain, but not be limited to, roadway right of way information relevant to ADA issues (including ADA needs), pedestrian routes and transit routes that should be emphasized for improvements, and destinations that are important to the general public.

*WT 1.8.1: Prepare inventory databases*

Based on the work completed in Work Task 1-7, several user-friendly databases will be created and loaded with existing information maintained by PCDOT and PAG. Both the PCDOT and PAG staff should be able to provide valuable assistance for organizing the existing information. This existing information may need to be spot checked for erroneous data.

The potential databases will include the following information.

1. Roadway Related Items:
  - a. Sidewalk locations and ADA needs
  - b. Pedestrian obstacle removal locations
  - c. Curb access ramp locations and ADA needs
  - d. Pedestrian traffic signal equipment locations (at both standard traffic signal installations and HAWK pedestrian flasher installations) and ADA needs
2. Important Route Locations:
  - a. Safe Routes to School alignments
  - b. Transit routes with bus stop, shelter, and pad/bench locations
  - c. Shared use path alignments
3. Important Destinations:
  - a. Government offices (e.g., health facilities, community centers, social service offices serving recipients of DES and WIC assistance)
  - b. Schools
  - c. Libraries
  - d. Employment centers
  - e. Shopping centers

f. Parks and other recreation facilities.

Some of the currently unavailable data may be easily obtained by the PCDOT staff and/or CLA. Any remaining unavailable relevant data may be collected by a combination of PCDOT and CLA staff efforts. Based on the amount of funding devoted to this work task, it may be necessary to limit the program to those roadways included on the current Pima County Major Streets and Scenic Routes (MSSR) Plan. As funds become available, the effort will be extended to include various collector and local streets that are not part of the MSSR Plan.

*WT 1.8.2: Prepare a draft technical memorandum*

The consultant will prepare a draft technical memorandum (DP 1.8) documenting the creation of the inventory databases. The technical memorandum will be formatted in such a way that it can be easily converted into a section of the final report for this phase of the project.

*WT 1.8.3: Review the draft technical memorandum*

The Project Manager and the other project participants will review the draft document and submit review comments. The review period should be no longer than three weeks.

*WT 1.8.4: Prepare a final technical memorandum*

Based on the review comments received, the draft document will be revised. The revised or final document (DP 1.8) will be submitted to the Project Manager for approval. The consultant will transmit the approved final document to the other project participants.

**Work Task 1.9: Prepare Final Report (DP 1.9)**

The goal of this work task will be the compilation of the technical memorandums for Work Tasks 1.2 through 1.8 into a single, final report for the Phase 1 effort (DP 1.9).

*WT 1.9.1: Prepare a draft final Phase 1 report*

The consultant will prepare the Introduction, Table of Contents, List of Exhibits, and appendices for the draft final Phase 1 document. The technical memorandums for Work Tasks 1.2 through 1.8 were formatted to be easily included into the final report for this phase. It will not be a great effort to insert the seven technical memorandums into this document. Also included in this document will be a short (approximately four pages) Executive Summary.

*WT 1.9.2: Review the draft final Phase 1 report*

The Project Manager and the other project participants will review the draft document and submit review comments. The review period should be no longer than three weeks.

*WT 1.9.3: Prepare a final Phase 1 report*

Based on the review comments received, the draft document will be revised. The revised or final document (DP 1.9) will be submitted to the Project Manager for approval. The consultant will transmit the approved final document to the other project participants.

*WT 1.9.4: Reproduction of the final Phase 1 report*

A limited number of copies of the final report, e.g., 25, will be prepared and submitted to the PCDOT Project Manager. In addition, 30 copies of the final report in Braille or as an audio CD may be submitted for sight-impaired individuals. Finally, five copies of a CD with all of the databases created by CLA will be submitted to the PCDOT Project Manager.

## **Project Schedule**

The project schedule is an integral part of the Project Management Plan. It is included in this document as Exhibit 1. This project will be completed within 10 months of receiving the notice to proceed from Pima County. Currently, the schedule indicates a July 31, 2010 completion date. Included in the schedule are the approximate work task start/completion dates, report submittal dates, and the review periods. The Project Manager and the consultant will review the schedule monthly and update it as needed.

## **Updating Project Management Plan**

The Project Management Plan will be reviewed monthly by the Project Manager and the consultant and updated as needed. Emphasis will be placed on the project schedule and the timing of the project deliverable products. The Project Management Plan should be used to anticipate changes in the products or the schedule and to make adjustments so that the work tasks can be kept on-track to the fullest extent practicable.

It may necessary to amend the Project Management Plan during the project to reflect changes in scope or schedule. If so, an addendum will be submitted to the Project Manager for review and approval. Once the addendum is approved, it will be transmitted to the project participants.



## APPENDIX

### CLA PROPOSED SCOPE OF WORK FOR PHASE 2

#### PHASE 2 EFFORT: (Implementation Period and Funding To Be Determined)

##### Work Task 2-1: Develop a Barrier Removal Implementation Prioritization Process.

Due to the limited amount of funds available for achieving ADA compliance, some type of prioritization process will need to be developed by CLA and approved by the Project Manager and the AOC. CLA has previous experience creating prioritization procedures. The process should be capable of being implemented in the future by the PCDOT staff without great effort. Also, this process should be easily defended and understood by both the public and the Pima County Board of Supervisors.

**Deliverable 2-1:** A technical memorandum will be prepared summarizing the development of the prioritization process. It will be formatted in such a way that it can easily be converted into a section of the final report for this phase. A review and comment opportunity will be provided.

##### Work Task 2-2: Develop an Improvement Project Priority List and Tentative Implementation Schedule for a Three Year Period.

Based on the outcome of Work Task 2-1, CLA will prepare an ADA Improvement Project Implementation Priority List for PCDOT for a three year period. The three year period was selected because circumstances may change and improvements selected from the first year may not be able to be implemented/constructed in that period. As a result, there should be other improvements from the second and third years to select to spend available funds and to continue to make progress correcting ADA related deficiencies.

Once a three year priority list has been prepared, an implementation schedule will be developed. Rough estimates of improvement costs for each type of improvement will need to be prepared by the PCDOT staff. The total cost of all of the improvements for each year cannot exceed the anticipated funds for that year from the various funding sources. This will require regular monitoring.

**Deliverable 2-2:** A technical memorandum will be prepared summarizing the development of the first priority list and schedule. It will be formatted in such a way that it can easily be converted into a section of the final report for this phase. A review and comment opportunity will be provided.

##### Work Task 2-3: Develop a Supplemental Improvement List and Tentative Implementation Schedule for Improvements Resulting from Other Programs.

Every year, ADA improvements will be made because of other activities involving various improvements to Pima County roadways. These ADA improvements will occur due to the following activities.

1. As Pima County roadways are reconstructed or widened, ADA improvements such as sidewalks, curb access ramps, and pedestrian traffic signal equipment installations are typically included.
2. As Pima County intersections are upgraded as part of spot safety or operational improvements, curb access ramps and possibly pedestrian traffic signal equipment installations may be included.
3. As Pima County roadways are improved by Transportation Enhancement projects, Neighborhood Reinvestment projects, and roadway overlay projects, sidewalks and curb access ramps may be included.
4. As residential, commercial, and industrial developments are constructed in unincorporated Pima County, off-site improvements are typically required. These off-site improvements may include improvements to adjacent and nearby roadways. Various ADA improvements could be included in the required off-site improvements.

A list of ADA improvements and a tentative implementation schedule should be prepared. This list and schedule will need to be updated on a regular basis, e.g., quarterly or semi-annually.

**Deliverable 2-3:** A technical memorandum will be prepared summarizing the development of the first supplemental improvement list and schedule. It will be formatted in such a way that it can easily be converted into a section of the final report for this phase. A review and comment opportunity will be provided.

**Work Task 2-4: Prepare Final Phase 2 Report in Multiple Formats.**

A draft final report will be prepared incorporating all of the previously prepared technical memorandums from Work Tasks 2-1 through 2-3. In addition, an Executive Summary of the report will be prepared. The PCDOT Project Manager and the members of the AOC will have an ample opportunity to review and comment on the draft document. Based on the review comments submitted, CLA will revise the document and submit it to the PCDOT Project Manager as the final report.

**Deliverable 2-4:** A limited number of copies of the final report, e.g., 25, will be prepared and submitted to the PCDOT Project Manager. In addition, 30 copies of the final report in Braille or as an audio CD will be submitted for sight impaired individuals. Finally, five copies of a CD with all of the databases created by CLA will be submitted to the PCDOT Project Manager.