

## Appendix A

### AMENDED SCOPE OF WORK:

This scope of work provides a detailed explanation for the methods, services, and deliverables proposed by MORPC and those being lead by FCRPC.

#### **Task 1: Prepare Detailed Work Plan and Schedule**

An organization and scoping meeting will be held with FCRPC staff to:

- a. Review objectives of the Plan
- b. Review and revise scope of services
- c. Confirm study area boundaries
- d. Collect available data and published materials
- e. Establish meeting and presentation schedule
- f. Establish communication channels with other departments
- g. Review and list State and Federal required elements and standards
- h. Review and list all applicable design and planning standards
- i. Coordinate with local governments and agencies

Changes to the Scope of Work will be made (if necessary) at the conclusion of this effort, and an amended Scope and Schedule will be published.

The Study Area boundaries consist of Fairfield County, Buckeye Lake, Pickerington Ponds and Canal Winchester.

#### **Task 2. Communication Plan**

MORPC recognizes the importance of early and regular community participation and input into the plan. MORPC will develop and implement the project's communications plan in collaboration with FCRPC. It is anticipated that a basic communication plan will include the following components:

- A stakeholder advisory group (SAG) will be formed with membership from citizen, private or quasi-public entities and special interest groups.
- A technical advisory group will be formed with membership from county agencies, municipal and township government, and other public entities.
- One-on-one meetings will be held with key community leaders.
- Periodic briefings will be held with the FCRPC and the technical advisory group (TAG).
- One Community/public involvement meeting will be held at draft plan stage.
- Website content - MORPC will develop and update materials and graphics in a format suitable for placement on the project website to be operated and maintained by the FCRPC.
- MORPC will provide written record of public meetings, comments and responses.

### ***Bicycle, Pedestrian and Greenways Plan***

#### **Task 3. Develop Goals, Objectives and Policies**

3.1 - Review Existing Plans and Policies: A vision and direction for bicycle, pedestrian, and greenways planning will be established by reviewing existing plans, goals and objectives in Fairfield County. These include policies developed in the Comprehensive Plan, Violet Township Thoroughfare Plan, community plans, various neighborhoods and area plans, and other sources within the region and nationally. This review will also include policies on ownership and maintenance of bikeways, pedestrian facilities and greenways

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and retail/service opportunities along bikeways. Standards for riparian corridor setbacks will be reviewed.

3.2 – Develop Goals and Objectives: Based upon Task 3.1, MORPC will work with the stakeholder advisory group to develop overall goals and objectives to guide the plan and development of policy and facility recommendations designed to encourage bicycling, walking, and establishment of greenways.

3.3 – Develop Policies: The plan will include specific policy recommendations to be adopted by the county and its subdivision regulations, ordinances and zoning to facilitate the developments of bicycle and pedestrian facilities and greenways. The policy recommendations will also include maintenance alternatives for bikeways, pedestrian facilities and greenways and a standard model for riparian corridor setbacks.

### **Task 4. Data Collection and Analysis**

4.1 – Identification of Activity Centers: Employment and population information will be collected and mapped along with activity centers that would be attractive to bicyclists and pedestrians. Activity centers would include at a minimum schools, libraries, community and recreation centers, parks, shopping centers, arts and amusement centers, and park and pool sites. Areas of expected future concentrations of population and employment will also be identified.

4.2 - Identification of Existing and Planned Routes and Facilities: Existing and committed bicycle and other trail facilities will be identified and mapped. Relevant state and local Capital Improvement Programs and plans will be reviewed and mapped. An informal bicycle network has already been established by the bicycling community over time in the county. After meeting with representatives of this community, this network will be mapped to the extent it can be documented. The existing system will be reviewed to determine existing gaps, barriers, and bottlenecks that prevent facility users from traveling to destinations within a neighborhood, throughout the county and to connecting points within the regional bikeway system. FCRPC will take the lead in identifying existing greenways and parks and placing them in a GIS layer.

4.3 – Identification of Natural and Man-Made Corridors: Creeks, canals, flood channels, parks, railroad rights-of-way, utility corridors, and roadways with appropriate traffic conditions (existing and future) and sufficient width will be identified from existing county and state resources and mapped. A preliminary evaluation of these corridors will be made to determine their suitability for bikeways, trails, or greenways.

4.4-County Crash Analysis: FCRPC will take the lead in analyzing bicycle- and pedestrian-related crash information (including injuries and fatalities) for three recent years. The data will be mapped so that locations with abnormally high numbers of crashes can be identified. Underlying causes will be reviewed, and information derived from this analysis will be used to identify specific locations that require improvement, plus possible enhancements in motorist, bicyclist, and pedestrian awareness and educational programs.

4.5-Review of Existing Sidewalks and Activity Areas: FCRPC will take the lead in identifying existing facilities from current inventories and field research. Information will be geocoded and incorporated into GIS mapping as available, needed, and appropriate.

### **Task 5: Development of a Facilities Plan**

#### 5.1 – Identify and Evaluate Potential Facilities:

Information collected and analyzed in previous tasks will be used to prepare an initial conceptual bikeway/trail/greenway network. Remedial actions required to eliminate gaps and barriers will be identified, including an assessment of both on- and off-street facilities. This review will include opportunity areas such as utility corridors, canals, stream channels, and appropriate roads and streets. It will be important to understand the implica-

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tions of riparian corridor setbacks along streams and rivers for bikeway and trail placement.

5.2 - Draft Facilities System: In consultation with the stakeholder advisory group an evaluation framework and selection criteria will be established for the county bicycle, pedestrian and greenway system. This framework generally consists of criteria such as accessibility (including emergency services), need, safety, available right-of-way, connectivity, sensitive lands, barriers, multi-mode linkages, and security. This information will be mapped for use during the planning sessions showing existing facilities and plans and major destinations and potential corridors. The results of this subtask will be the preliminary facilities plan.

5.3 – Facility Classification: A basic standard hierarchical classification system analogous to thoroughfare plan classification will be proposed. It will be based upon widely accepted systems including the bikeway classification system used by ODOT and national bicycling organizations.

5.4 - Recommended Facilities System: Subsequent to review and acceptance of the draft facilities system by the advisory group, it will be presented to other local agencies and to the public for comment. After comments are appropriately incorporated, a Recommended Facilities System plan will be prepared.

5.5 – Final Report and Maps: A final report will be prepared documenting the work completed as part of the Communication Plan and Tasks 1 through 5. The report will include small-scale maps of the items mapped for analysis and presentation.

Five (5) copies of the document bound, and one unbound copy, will be forwarded to the FCRPC. A digital copy will be provided to the county in Word on a CD, with compatible maps, graphics and ESRI shape files. We will also make the document available to be reviewed over the Internet in pdf format.

Copies of the large-scale maps used for working sessions and presentations will be provided to FCRPC. All non-proprietary data sets used in the analysis will be provided to FCRPC in the most suitable electronic format (e.g., Microsoft Office applications and ESRI shape files).

### ***Parks, Recreation and Open Space System Plan***

#### **Task 6: Develop Policies, Goals, and Objectives**

6.1 – Review Existing Plans and Policies: A creative vision and direction for parks, recreation and open space planning will be established by reviewing existing plans, goals and objectives in Fairfield County and Franklin County Metro Parks. These include related policies developed in the Comprehensive Plan, various neighborhood and area plans, and other sources. MORPC is also knowledgeable about plans developed in Franklin and its six adjacent counties and national best practices. It has used this information to prepare plans and best practices for the Columbus region. In addition, national best practices will be consulted. Review of local and regional plans and national best practices will also facilitate Task 4, Data Collection and Analysis, and Task 5, Development of a Facilities Plan.

6.2 – Develop Goals and Objectives: MORPC will work with the stakeholder advisory group to develop overall goals and objectives for parks and recreation building on existing documents and additional research related to the provision, accessibility, comprehensiveness and sustainability of parks, recreational opportunities and open space in the county and region.

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6.3 – Develop Policies: The plan will include specific recommended policies to be adopted by the county and its subdivisions to facilitate the development of parks and the retention of open space, which will be coordinated with the greenway recommendations.

### **Task 7: Inventory Facilities**

#### 7.1 - Review Information on Existing Parks, Recreation Facilities and Open Space Areas:

Existing and committed parks, recreation facilities and open space areas will be identified and mapped. Relevant information from state and local Capital Improvement Programs, the plans of the county, its subdivisions, and adjacent governments will be reviewed and mapped.

### **Task 8: Identify and Evaluate Potential Parks, Recreation Facilities and Open Space Areas**

Existing conditions of candidate and alternative locations and facilities will be inventoried and reviewed as needed to help select appropriate locations and facilities. All relevant natural and man-made areas for potential future parks, recreation facilities and open spaces, including flood plains, brown fields, and developed parcels will be evaluated. We will use a variety of evaluation methods including, but not limited to, community input and GIS-based evaluation systems. Implementation issues will also be considered.

### **Task 9: Recommended County Parks, Recreation and Open Space System**

In order to review and refine parks, recreation facilities and open space areas in the county, we propose a series of working sessions with the stakeholder advisory group to set the evaluation framework and selection criteria for the county parks, recreation and open space system.

9.1 - Recommended Parks, Recreation and Open Space System and Programs: New, improved or expanded parks, recreation facilities and open space areas will be recommended.

9.2 – Classification: Classifications for parks are typically related to activity or lack thereof, size, location and management. Classifications for recreation facilities are typically related to the type(s) and amount of activity, demographic served, and management. Open space area classifications are typically related to use, location and management. Should it appear that existing conditions may prohibit the needed park, recreation facility or open space area from being built or established, alternate locations or classification types will be selected.