

Kalispell Area Transportation Plan Update

Scope of Service

Contents

Task 1 – Project Management Plan	3
Project Management	3
Study Review Committee (SRC)	3
Project Team Working Meetings	3
Transportation Coordinating Committee (TCC).....	3
Study Area Boundary Refinement	3
Preliminary Coordination with MDT on Model Development Parameters	3
Task 1 Deliverables.....	3
Task 2 – Kalispell 2040 - Baseline Conditions Report	4
Baseline Conditions Report.....	4
Projected Conditions – Most Likely Assumed Scenario	4
2040 TAZ Allocations.....	5
Model Review and Consent	5
2040 E+C Model – No Build Conditions Analysis	5
Task 2 Deliverables.....	5
Task 3 – System Operations & Modeling Alternatives Analysis.....	5
Step 1: Area Wide Analysis	6
Travel Time Analysis & Delay Analysis	6
Step 2: Corridor Level Analysis.....	6
Task 3 Deliverables.....	7
Task 4 – Multimodal Mobility Framework.....	8
Active Transportation	8
Safe Routes to School	8
Flathead County - Eagle Transit	8
Task 4 Deliverables.....	8
Task 5 – Goals Objectives & Performance Measures	9
Task 5 Deliverables.....	9
Task 6 – Financial Analysis & Fiscal Constraint	9
Baseline Revenue & Constraints Analysis	9

Constrained Plan	10
Task 6 Deliverables.....	10
Task 7 – Standards & Policy Plan	10
Task 7 Deliverables.....	11
Task 8 – Public Involvement.....	11
Public Engagement.....	11
Kalispell City Council and Planning Board Working Sessions.....	12
Flathead County Board of County Commissioners	12
MDT Management Briefing.....	12
Public Involvement Support Process and Materials	13
Online & Social Media.....	13
Project Branding.....	13
Website.....	13
Kalispell Area Transportation Plan Factbooks/Sheets & Newsletters	13
Task 8 Deliverables.....	13
Task 9 – Area Transportation Plan Development & Approval	14
Draft and Final Documentation	14
Task 9 Deliverables and Presentations	14

Task 1 – Project Management Plan

KLJ will engage the following key components making up the balance of our project management efforts:

Project Management

Project Manager Wade Kline will provide oversight of the development of the Kalispell Area Transportation Plan. This will include monthly invoicing and project status reports. Invoicing and status reports will be developed to match formats provided by the City of Kalispell (or MDT). Milestones for the projects are outlined within the Project Schedule (Attached).

Study Review Committee (SRC)

KLJ proposes the formation of a Study Review Committee (SRC) as the primary technical guiding element of the Kalispell Area Transportation Plan. The SRC is a subcommittee with representing members from MDT, City, and some existing Transportation Coordinating Committee (TCC) members. We will plan for a total of eight (8) meetings with the SRC. Each SRC meeting focuses on a discussion and deliberation regarding key milestones of the planning process. The schedule for each SRC meeting is shown on **the attached schedule**.

Project Team Working Meetings

Project Team Working Meetings will occur once monthly in months where there is no SRC meeting. The Team Working Meetings is a smaller subset of the overall SRC. Project Team Working Meetings will handle the more day to day elements of the planning process. The monthly Team Working Meetings provide for discussion and deliberation on deliverables in progress as well as staff and consultant check-ins regarding ongoing project logistics. KLJ would also use Team Working Meetings to keep the City of Kalispell and MDT apprised of project schedule and budget. KLJ proposes video web conferencing for each of the Project Team Working Meetings. The schedule for the Team Working Meetings is shown on **the attached schedule**

Transportation Coordinating Committee (TCC)

KLJ will provide periodic updates and status reports to achieve needed approvals from the Transportation Coordinating Committee (TCC), also known as Technical Advisory Committee. We would anticipate five (5) meetings with the TCC to provide no less than quarterly project updates and decisions making.

Study Area Boundary Refinement

A component of the listed scope of services is a review and recommendation on a final study area for the Kalispell Area Transportation Plan. A final study area boundary will be coordinated in with the SRC.

Preliminary Coordination with MDT on Model Development Parameters

KLJ will coordinate an initial kick off meeting regarding development of the modeling to support the Kalispell Area Transportation Plan. This meeting will be used to confirm expectations between KLJ, MDT and the City on the process and protocol for modeling throughout the planning process.

Task 1 Deliverables

- Project Management Activities including monthly invoicing and progress reporting;
- Organize and facilitate eight (8) meetings of the Study Review Committee (SRC);

- Organize and facilitate monthly Project Team Working Meetings;
- Periodic updates to the Transportation Coordinating Committee (TCC).

Task 2 – Kalispell 2040 - Baseline Conditions Report

The first deliverable for the Area Transportation Plan (ATP) will be the Kalispell 2040 – Baseline Conditions Report. The Baseline Conditions Report includes a concise and visually appealing summary of existing surface transportation conditions in the Kalispell area, covering all modal areas and summarizing the relevant data sets needed to support the ATP update. The Baseline Conditions Report will also detail the efforts and finding of developing the projected 2040 conditions used to support the Area Transportation Plan and result output(s) from the 2040 E+C model.

Baseline Conditions Report

KLJ will develop a summary of the following existing system conditions for the study area, which will include a System Profile of the Existing Transportation Network and Related Features as follows:

- Summary of Existing and Collected Traffic Data;
- Summary Output from the Base Year and 2040 E+C Model;
- Pavement Conditions (data provided by City and MDT);
- Summary of High Crash Locations (data provided by MDT);
- Summary of existing/available Freight, Rail, and Air Systems for the study area (collected by KLJ);
- Summary of bicycle and pedestrian systems in the study (data provided by City);
- Summary of public transportation systems (collected by KLJ);
- Existing Functional Class & Jurisdictional Alignment (ownership) of study area roadways (data provided by City and MDT);

KLJ assumes existing data sets provided by either the City of Kalispell or MDT in a GIS shapefile format. KLJ has not budgeted for digitizing paper or desk top data into GIS format.

Projected Conditions – Most Likely Assumed Scenario

To support modeling and the alternatives analysis discussed in Task 3, KLJ will work with the SRC to establish a projected 2040 Future Growth Projections to support the Area Transportation Plan. This will include a review of historic and projected trends for housing and employment within the study area. This effort will be based on a review of a range of available data sets and variables, including recent completed growth and policy plans developed within the study area. This analysis will generate projected future housing and employment data to be used to support future year 2040 modeling. This would serve as the most likely case 2040 growth scenario.

Alternative Land Use /Growth Assumption Scenario

If determined needed through public input and work with the SRC, KLJ will establish a modification (or alternative scenario) to the most likely case assumed allocation of the future 2040 growth. This would serve as a potential “what if” scenario for future growth. No new land use planning would be conducted

in this task. Rather a revised set of TAZ allocation assumptions would be developed based upon a potential alternative growth scenario for the study area.

This would amount to potential adjustments in the following growth assumptions: amount of future growth (population and employment)/rate of growth and a possible land use trend shift which impact the location of future growth (more infill/density in core areas, etc.). KLJ would develop one variation or scenario to the most likely projected 2040 growth scenario, making for a total of two potential E+C model outputs. This alternative scenario would be tested upon the 2040 E+C model and potentially used to screen build conditions model runs as developed in Task 3.

2040 TAZ Allocations

Once approved by the SRC and MDT, KLJ will assign projected year 2040 households and employment into existing Traffic Analysis Zones (TAZs) to support operations of the 2040 E+C Model by MDT. KLJ assumes the allocation of TAZ data to support up to two (2) potential growth scenarios. KLJ will work with an ESRI shapefile of the TAZ's (provided by MDT) to populate future growth.

Model Review and Consent

KLJ will lead an initial model-scoping meeting with the SRC to determine the presentation of all model results and data, in addition to setting realistic time frames for the completion of the tasks. MDT will provide a technical memorandum documenting the development of the traffic model. Prior to starting any analysis in Task 3 with the outputs from the calibrated 2040 E+C model, KLJ will review and comment on the MDT developed base model and E+C Model(s).

2040 E+C Model – No Build Conditions Analysis

MDT and the City will integrate existing and committed projects to the travel model coupled with inclusion of approved projected 2040 household and employment data. The Baseline Conditions Analysis will be aided through an evaluation of the Existing + Committed (E+C) model outputs for the base year and projected year 2040.

The 2040 E+C outputs will serve as the projected conditions element of the 2040 Baseline Conditions Report. KLJ will review outputs of the 2040 E+C model and use for inputs into the Existing and Projected Conditions Report to demonstrate the projected “no build” conditions on the transportation system in the Kalispell area. These outputs will drive much of the analysis developed and discussed in Task 3.

Task 2 Deliverables

- Baseline Existing Conditions Report (inputs discussed above).
- Develop 2040 Growth Projections (up to two scenarios).
- Allocation of Household and Employment data to TAZ's for no more than two 2040 growth scenarios.
- Review and Consent to MDT developed Base Year and E+C Model output.
- Project Coordination with MDT on development of Base Year and E+C Models and ongoing coordination regarding modeled alternatives analysis.

Task 3 – System Operations & Modeling Alternatives Analysis

Task 3 will be supported by the calibrated Trans CAD model operated by MDT. KLJ proposes a two (2) step process of analysis based on projected 2040 conditions for the Kalispell Area Transportation. Step 1

will be an **Area Wide Analysis**, which then drives the ability to look more specifically at **Corridor Level** conditions (Step 2).

Step 1: Area Wide Analysis

The first step in the System Operations and Modeling Analysis involves the evaluation of a series of area wide issues. Starting with the 2040 E+C model KLJ will work with the SRC and in consultation with the input gathered from the public and key stakeholders to evaluate and understand potential area wide implications to future transportation mobility. The following six (6) area wide focus areas serve as the preliminary starting point for evaluation of the E+C network and potential development of Modeling Alternatives to be developed as part of the Kalispell Area Transportation Plan.

System Growth + Corridor Preservation

Addressing projected 2040 E+C conditions requires the development of a series of potential future corridor growth and preservation assumptions. This includes both changes to existing developed corridors, as well as currently undeveloped or urbanizing corridors. Future needs along these corridors are considered key to area wide alternatives analysis phase of the project.

Downtown

The City's Downtown Master Plan, recently updated in 2017, prioritizes the redesign of Main Street. These potential changes need to be evaluated at an area wide scale to understand opportunities and impacts to existing and projected traffic through downtown.

River Crossings

East-west connectivity in Kalispell and relevant parts of Flathead County is critical to developing a balanced system of mobility. Identifying new river crossings such as Grandview Drive/Evergreen Drive might prove technically beneficial.

Major System Generators

Based on projected conditions for the year 2040, KLJ will work with the SRC to establish reasonable future assumptions and potential impacts for growth of major regional generators.

Travel Time Analysis & Delay Analysis

KLJ will conduct travel time runs on a four (4) regionally significant corridor segments to develop existing travel time and delay estimates. Travel time and delay will be collected for the AM peak, midday (off peak) and PM peak. KLJ would suggest collecting data on Highway 93, 93A and 2, as well as a on West Reserve.

(Optional – Not Currently in Fee)

KLJ would acquire Streetlight data to support development of the ATP. StreetLight data can be used to assist in a number of areas: 1) support area wide modeling analysis to support a more detailed analysis of existing origin-destination patterns through the Study Area; 2) support development of a detailed O-D analysis to support the ATP.

Step 2: Corridor Level Analysis

Step two in the alternatives analysis process is evaluating corridor level needs based on outputs of the area wide model. With area wide implications discussed above, various model outputs can be used to understand and evaluate future transportation investment needs along a series of critical major corridors. An example would be more specific analysis on projected investment needs along West

Reserve based on a reasonable assumption of potential other east-west investments between Highway 93 and Highway 2. Based on output of area wide modeling for corridors such as Highway 93 and 93A, a more detailed subarea evaluation of key downtown corridors can be developed. Area wide modeling will assist KLJ to develop more detailed corridor level alternatives analysis for local corridors through the core of Kalispell. KLJ will work with the SRC to establish agreed to methodology for how corridor level analysis is developed from outputs of the area wide model.

Corridor Level Analysis drives the development of a list of needed improvements to achieve improved LOS along major transportation corridors. These will amount to inputs into the eventual future project list for the Kalispell Area Transportation Plan.

Intersection Level Analysis

Based on projected conditions, KLJ will evaluate intersection level of service at existing priority intersections. KLJ has budgeted to collect AM and PM peak hour turning movement data at up to 30 intersections. KLJ will augment this data with available data recently collected by MDT on the State Highways in the Study Area. Following analysis of the 2040 E+C Model and early public input, KLJ will work with the SRC to prioritize a list of intersections to undergo detailed LOS analysis. Based on existing and projected intersection LOS, KLJ would propose a series of intersection level recommendations for consideration in a future project list for the Kalispell Area Transportation Plan.

Safety & Crash Analysis

KLJ will provide an area wide evaluation of crash data provided by MDT. Specifically, for areas experiencing a high frequency of crashes or serious or fatal injury crashes, KLJ will more specifically identify potential improvements for consideration in a future project list for the Kalispell Area Transportation Plan. KLJ will account for emphasis areas and Federal programming strategies set forth in both the Strategic Highway Safety Plan (SHSP) and Highway Safety Improvement Program (HSIP).

Transportation System Management and Operations

KLJ will evaluate potential transportation system management and operations (TSM&O) improvements such as such signal coordination, traffic calming and other operational changes and improvements to the local street system. Many of these strategies will be evaluated on an area wide basis and specific recommendations are likely to emerge as part of specific corridor level recommendations.

Task 3 Deliverables

- KLJ will develop and provide to MDT a range of area wide and corridor level project concepts to run through the 2040 E+C model. This would include a series of model runs to test sets of project clusters to evaluate benefit to the development of the Kalispell Area Transportation Plan.
- KLJ will evaluate all model outputs from each model run(s) to establish the System Alternatives Analysis.
- KLJ will develop technical memorandum discussing future conditions based on future modeled scenarios. Outputs of this analysis drive the eventual development of the ATP.
- KLJ will develop a systemwide Safety & Crash Analysis based on crash data provided by MDT
- KLJ will collect AM and PM peak hour data at 30 intersections to support the development of Intersection Level of Service (LOS). KLJ will work with the SRC to determine a growth and develop a 2040 LOS for each of the analyzed intersections.

- Following the areawide and intersection LOS analysis, KLJ will develop a Transportation System Management & Operations (TSM&O) element of the Area Transportation Plan.

Task 4 – Multimodal Mobility Framework

As the population grows and density increases in and around Kalispell as well as in traditionally rural areas of Flathead County, demand for safe and accessible multi-modal infrastructure is expected to grow. The ability to think about multi-modal connectivity as part of the transportation planning process will be an important consideration when evaluating level of service and future improvements that accommodate more than just cars.

KLJ proposes a “framework” approach to developing a multimodal component to the Kalispell Area Transportation Plan. Our Framework will include three key components: 1) Active Transportation; 2) Safe Routes to School; and 3) Public Transit.

Active Transportation

KLJ will develop a set of active transportation system gaps and potential planning level connections to serve to both local and regional active transportation mobility. This would include identification of existing and projected bicycle and pedestrian facilities within the Study Area.

Safe Routes to School

Thinking about mobility in broader terms the Area Transportation Plan offers an opportunity to improve safe routes to local schools in the community. KLJ will develop a desk top assessment and set of recommendations to improve safe walking and biking to existing elementary and middle schools in the City of Kalispell. This will include review of field conditions (sign inventory, crosswalk locations, speed zones, etc.) data provided by City of Kalispell as well as in the field observations conducted by KLJ to generally verify field conditions.

Flathead County - Eagle Transit

KLJ will integrate key findings and recommendations from Eagle Transits 2013 Transit Development Plan (TDP) and integrate any ongoing or recently develop service strategies and concepts. KLJ will generally revise and make broad extrapolations of potential planning level service concepts which may serve to blend with the overall mobility strategy developed as part of the 2040 Kalispell Area Transportation Plan.

Task 4 Deliverables

- KLJ will develop an Active Transportation Needs map which will demonstrate existing and needed bike and pedestrian system needs for the Study Area. This will include a planning level estimate of costs to address identified needs and relative timeframe of when each gap should be addressed.
- KLJ will develop a set of recommendations for improving safe routes to school conditions adjacent to existing elementary and middle schools in the Study Area. This will include a list of needed infrastructures to improve safe biking and walking to study area schools.
- KLJ will integrate recent or ongoing planning for Eagle Transit into the Area Transportation Plan. This will include new area wide service concepts for new or improved public transit services. This will not include route level analysis.

Task 5 – Goals Objectives & Performance Measures

A key feature of our approach to the 2040 Area Transportation Plan will be development of an enhanced component of Goals, Objectives and Performance Measures. This element of the Area Transportation Plan provides three key functions:

- 1) Translate required performance measures required of MDT for the National Highway System (NHS) into the Kalispell Area Transportation Plan for key corridors such Highway 2, Highway 93 and Highway 93A. MAP 21 and the FAST-Act require MDT to establish Performance Measures and Targets in a series of areas such as safety, pavement conditions, travel reliability, etc. Translating these measures and targets into the Kalispell Area transportation Plan is critical to ensuring a cooperative understanding of MDT decision making to meet required performance on the NHS mileage through Kalispell.
- 2) Provides the City of Kalispell the opportunity to establish a system mobility report card and set of non-binding targets for future performance. This might include areas like safety, mobility, congestion, pavement conditions, etc.
- 3) Allows the City (and MDT) to cooperatively integrate a wide range of potential goals and objectives to assist with managing transportation and mobility. This ensure linkages between a range of recently completed plans and programs by the City of Kalispell for land use, growth, development and infrastructure investments.

Task 5 Deliverables

- KLJ will develop a *Goals, Objectives and Performance Measures Report* which establish goals and objectives for the Kalispell Area Transportation Plan. This will be inclusive of a cooperatively developed understanding of certain surface transportation performance measures and targets to support the Kalispell Area Transportation Plan.

Task 6 – Financial Analysis & Fiscal Constraint

KLJ's approach to long range transportation planning is based on establishing a fiscally responsible financial element to the Kalispell Area Transportation Plan. The Kalispell Area Transportation Plan should drive programming investments for the Kalispell Capital Improvement Program (CIP), MDT Statewide Transportation Improvement Program (STIP) and relevant Flathead County corridors within the study area.

KLJ develops three key financial components each serving a specific intent at various points in the planning process.

Baseline Revenue & Constraints Analysis

The Baseline Revenue Analysis is an assessment of existing programs and funding levels to support transportation improvements for the Kalispell Area Transportation Plan. This analysis supports early public involvement and stakeholder engagement. This phase of financial planning also provides for an early process of consensus development among the SRC regarding existing and future funding conditions and potential partnerships moving forward.

Midway through the planning process, a Constraint Analysis is completed that makes a final estimate of available funding (by source) to support the Kalispell Area Transportation Plan to the Year 2040. The Constraint Analysis is the first step to starting the process of prioritizing future projects and is the first step in development of the actual constrained or build year 2040 model(s). Assumptions from the Constraint Analysis are used to drive various elements of the Options and Alternatives Analysis discussed in Task 3. The Constraint Analysis allows for various combinations of project selections to drive an evaluation of future conditions.

Constrained Plan

The Constrained Plan establishes a Prioritized List of Constrained Projects. This is the final list of projects which are reasonably expected to be built over the life of the plan. The Constrained Plan is developed in tandem with the Draft 2040 Kalispell Plan.

KLJ will develop three phases of the final Constrained Plan:

- Short Range: Year 1 to 5;
- Mid-Range: Year 6 to 10;
- Long Range - Year 11 to 20.

Projects which fall outside of the constrained plan, or for which there is a lack of technical justification with in the year 2040 horizon, will be left as part of an illustrative needs list.

The Constrained Plan reflect three key elements:

- Only includes those projects reasonably expected to be funded over the life of plan;
- Reflects technically vetted prioritized solutions to year 2040 conditions;
- Consent among the SRC and the public.

This process simplifies and makes more strategic the project list included in the updated Kalispell Area Transportation Plan.

KLJ will develop a plan which includes a final list of strategic needs within a constrained financial context. The banded Short Range Constrained Plan projects should drive development of future programming efforts on the part of the City of Kalispell, Flathead County and MDT.

Task 6 Deliverables

- KLJ will develop an assessment and inventory of available funding sources to support implementation of the Kalispell Area Transportation Plan.
- KLJ will prepare planning level cost estimates for all identified projects to support development of the financial element of the Kalispell Area Transportation Plan. Cost assumptions will be coordinated with the SRC, City and MDT.
- KLJ will work with the SRC to develop a final list of projects to match a short, mid and long-range list of projects as part of a constrained plan.

Task 7 – Standards & Policy Plan

A key component of the Kalispell Area Transportation Plan will be development of a Standards and Policy Plan. The Standards & Policy Plan provides the needed footings for the Area Transportation Plan

to be implemented over time by ensuring existing policies and practices support the long-range transportation strategy agreed through the planning process.

KLJ will develop the following components of the Standards and Policy Plan include:

Functional Class – A final approved existing and future functional class map which reflects the technical and public process; this would be coordinated with Functional Class updates currently ongoing by MDT.

Corridor Preservation – An outgrowth the Future Functional Class Map, but also a strategy looking at standards and polices needed in the areas of right-of-way and access management to preserve existing and future corridors to meet projected system demands.

Typical Section Standards – Develop a revised (if needed) set of standard roadway section types, per functional classification, to support projected growth and development.

Policy Plan – The Policy Plan is a strategic set of Policy Points which are closely aligned with the Performance Management Element discussed in Task 6. However, the Policy Plan more specifically supports decision making tools and strategies to preserve and enhance the transportation systems in Kalispell.

Intergovernmental Framework – The intergovernmental framework establishes a set of needed cooperative actions between the City of Kalispell, Flathead County and MDT to support implementation of the Area Transportation Plan.

Task 7 Deliverables

- KLJ will develop a final existing and future functional class map for the Study Area;
- KLJ will develop a set of corridor management strategies to support preservation of existing and future proposed roadways with in the study area.
- KLJ will develop updated planning level typical section standards (if needed) for various functionally classified roadways.
- KLJ will develop a set of Policy Plan components which guide and support prudent transportation decision making for the Kalispell Area, including a framework for intergovernmental coordination to support the plan.

Task 8 – Public Involvement

Development of the 2040 Area Transportation Plan will be supported by four (4) phases of public engagement. Each round has a separate and unique theme. Each round is structured to be interactive in nature, ensuring residents and key stakeholders feel engaged and leave with a sense of having made a difference to the future of Kalispell’s transportation and mobility future.

Public Engagement

Phase 1 - Listening Sessions

KLJ will develop a series of listening sessions early in the planning process which serves to kick off the Kalispell Area Transportation Plan. The listening sessions are a multi-day event allowing residents and key stakeholders to share ideas and thoughts on transportation and mobility needs. Stakeholder interviews are conducted in small to mid-sized groups, in a public workshop setting. Listening posts may be set up in approved locations that allow for community members to learn about the project and

provide feedback in a manner most convenient for them. The Listening Sessions are supported through initial baseline and background data on transportation conditions in Kalispell.

Phase 2 - Futures Summit Workshop

KLJ will develop a series of Futures Summits (likely three sessions over two days) to start the process of more specifically developing system alternatives and strategies to address projected conditions for the study area. Once the Kalispell 2040 Baseline Conditions is completed we hold a series of workshops to give residents and key stakeholder and opportunity to identify project needs and priorities. Workshops would be scheduled at various times in multiple locations to offer a wide range of opportunity to participate. The Futures Summit allow residents to inject preferences for community wide transportation and mobility goals and emphasis areas. The Summits utilize fiscal constraint assumptions to give residents an opportunity to “spend” down projected dollars to support transportation investments to the year 2040.

Phase 3 - Options and Alternatives Workshop

KLJ will develop a series of workshops (likely three sessions over two days) to review alternatives analysis output. The community is invited to a series of open houses to understand the effectiveness and impacts of a universe of projects and project concepts have been modeled and evaluated. Residents and stakeholders are engaged in a process to assist in evaluating technical prioritization of a series of projects and project clusters. These meetings are supported with interactive and online materials on the project website to vet options/alternatives presented, for those unable to attend one of the open houses.

Phase 4 – Unveil the Kalispell 2040 Area Transportation Plan

The community is once again invited to another round of project open houses (likely two sessions, one during business hours and one during the evening) to see the unveiling of the draft Kalispell 2040 Area Transportation Plan. This will be a key milestone in the planning process and would occur following an initial blessing from the SRC. These meetings showcase the core draft components of the Area Transportation Plan, including a final list of strategies, policies and projects.

Kalispell City Council and Planning Board Working Sessions

During Phase 2 and Phase 3 in the Plan development process KLJ would propose joint working sessions to include both the Planning Commission and City Council. The efforts serve to build strength and support for the developing plan.

Flathead County Board of County Commissioners

Present at a County Commission in order to provide County Commissioners an opportunity prior to releasing the draft to understand the opportunities within the plan and how it will inevitably require coordinated infrastructure development between the City and County.

MDT Management Briefing

KLJ will conduct an MDT management briefing prior to releasing the Draft 2040 Plan. The MDT management briefing is used to review key elements of the Draft Plan, specifically on elements impacting the MDT system.

Public Involvement Support Process and Materials

Online & Social Media

KLJ will develop appropriate social media platforms and press announcements to inform a wide array of users as to the status of the plan. KLJ will develop short project videos as a means of conveying information in a quick and accessible manner to a wide array of stakeholders and members of the public. Videos can be hosted on the project webpage and linked to through social media platforms, serving yet another facet for communication. These videos can cover project updates, project background and scope, charrette outcomes, and final project direction.

Project Branding

KLJ will conduct a brief branding exercise at the outset of the project, engaging members of the SRC in defining the project and selecting imagery that resonates with the process and intended outcomes. The brand can then be used in all outreach materials, at events, online and throughout the lifetime of the Area Transportation Plan project.

Website

KLJ will develop a website through Social Pin Point which will serve as a portal for project materials and information and can be used to support gathering public input throughout the planning process.

Kalispell Area Transportation Plan Factbooks/Sheets & Newsletters

KLJ will work with the SRC to establish a template set of documents that will follow the plan update process. The templates will serve as factbooks/sheets that can be updated and inserted as needed throughout the planning process. These also can be expanded and modified (based on the audience) to help educate the public on the Area Transportation Plan update. Newsletters will be developed to provide a graphical summary and discussion of completed and pending steps of the Area transportation Plan. We release an electronic and hard copy newsletter prior to each of the four public input phases.

Task 8 Deliverables

- KLJ will organize, facilitate and summarize comments received as part of four (4) rounds of public input: 1) Listening Sessions; 2) Futures Summit; 3) Options & Alternatives Workshop; and 4) Draft Plan Open House(s). Each phase of meetings includes multiple meeting/open house opportunities. KLJ will include a summary of each phase of public input at the end of each phase; and will prepare a final public input summary as an appendix to the draft and final plan.
- KLJ will conduct two joint work session meetings between the City Council and Planning Board, one during the Phase 2 and one during Phase 3 of the public input process.
- KLJ will organize and facilitate an MDT Management briefing to present key elements of the Draft Kalispell Area Transportation Plan to MDT.
- KLJ will provide the opportunity to brief the Flathead County Commission on the Draft Kalispell Area Transportation Plan.
- KLJ will set up and maintain a Social Pinpoint project site to host various project materials and host project surveys and input tools to be used throughout the planning process.
- KLJ will prepare fact sheets, newsletters and briefing books to support each phase of public input and development of the Kalispell Area Transportation Plan.
- KLJ will work with the City of Kalispell to coordinate outreach efforts with the City webpage and Social Media to provide advance notifications and awareness of the project.

Task 9 – Area Transportation Plan Development & Approval

The Draft and Final Kalispell Area Transportation Plan will be compiled from the iterative elements developed through earlier tasks. Prior to releasing a Draft 2040 Kalispell Area Transportation Plan, a consolidated document of technical findings and process summaries will serve as the draft and final plan.

Draft and Final Documentation

KLJ will develop a Draft and Final Area Transportation Plan for the City of Kalispell. This includes submittal of all relevant working papers and technical analysis through the development of technical appendix to the plan.

Task 9 Deliverables and Presentations

- KLJ will prepare a Draft Kalispell Area Transportation Plan for review and comments by the SRC, TCC, City Council, public and other interested parties.
- KLJ will present the draft final at both the TCC and City Council meetings.
- Based on comments on the Draft Plan, KLJ will prepare a Final Kalispell Area Transportation Plan which is responsive to comments and concerns noted on the Draft Plan.
- Both the draft and final plan are developed in both print and digital format, meeting ADA standards.