**Mobility Hub Feasibility Plan/Study**

Introduction

Mobility Hub Feasibility Plan/Studies are eligible in the ACR/TDM Program under the TDM Project Competitive Categories. The goal of a Mobility Hub Feasibility plan is to identify potential improvements for a singular site and plan for improved access by all modes of transportation. This sample scope of work was designed to approximately fit a total budget of $181,500 ($16,500 from local matching funds and $165,000 from a potential ACR/TDM grant award. The SMCTA On-Call Transportation Planning bench is available in-lieu of local procurement processes as well. This sample is intended to provide potential ACR/TDM Program applicants with this sample scope of work to use as starting point and amend tasks to fit local needs. This scope assumes a citywide project with a focus on key activity centers and major corridors. Based on the parameters provided by the City with regards to the size and scale of the Plan, the geographic focus of outreach, the effort to advertise and solicit feedback and the analysis can be tailored.

Scope of Work

# Task 1 Project Admin & Management

This task focuses on the administrative requirements of the project and can be used to determine the project’s protocols and expectations. Activities under this task include:

* Consultant will facilitate a project kick-off meeting and provide an agenda to review project goals, communication protocols, schedule, deliverables, and meeting dates. The kick-off meeting could also include a site walk of a proposed Mobility Hub location.
* A Project Management Plan will be developed following the kick-off meeting to detail decisions made at the kick-off meeting.
* Bi-weekly Consultant/City Project Managers should be held to discuss on-going progress and address any scope, schedule, or budget issues as they arise.
* Consultant shall prepare monthly invoices and/or progress reports.

Deliverables include:

* Draft and final project kick-off agenda
* Draft and final Project Management Plan
* Bi-weekly check-in meetings between Consultant/City Project Manager with meeting minutes/action items
* Invoices

# Task 2. Shared Mobility Hub Vision, Toolkit and Planning/Design Principles

## 2.1 Vision and Planning/Design Principles

This task focuses on defining a Mobility Hub vision and summarizing key Planning/Design Principles. The white paper will incorporate elements such as project purpose, vision, intended outcomes, and mobility and design principles. The Planning/Design Principles will be based on input from City Staff, related transit agency stakeholders, and industry white papers.

## 2.2 Mobility Hub Amenities

The Consultant will document a set of shared mobility hub features that should be considered at shared mobility hub sites around the City. These features will include a combination of elements that are customer‐facing at the shared mobility hub (e.g., charging stations, Wi‐Fi, and mobile device charging), elements that have a customer‐facing element but require system integration (e.g., real‐time information, transportation service integration), and those elements that also extend beyond the limits of the hub itself (e.g., pedestrian and bicycle facility improvements, wayfinding, micro‐mobility corrals, and charging stations).

Building off information completed in previous tasks, the Consultant will prepare a toolkit of these services which will include the following information:

* Purpose
* Infrastructure Required
* Technology Integration Required
* Examples of Potential Applications

The toolkit will be a graphic‐based that provides information on the potential shared mobility

hub amenities.

Deliverables include:

* Vision and Planning/Design Principles White Paper
* Mobility Hub Toolkit

# Task 3 Site Selection and Suitability Assessment

Working with City Staff, the project team will identify up to three (3) potential Mobility Hub sites for a suitability assessment to understand how which locations may provide the greatest overall benefits for users of modes of transportation. The Consultant will collect the following types of information City Staff or relevant stakeholder agencies too display existing conditions around the potential mobility hub locations:

* Roadway network (shapefile)
* Transit network, including stops/stations and routes (shapefiles)
* Parcel linework (shapefile)
* Park‐and‐rides and transit centers (shapefile)
* Land uses and zoning (shapefile)
* Existing and planned bicycle and pedestrian facilities (shapefile)
* Shared mobility service data, as available (e.g., bikeshare and TNC use) (as available)

The Consultant will display information for this task in map formats around each potential mobility hub. A fact sheet will be prepared for each potential shared mobility hub (up to 3 fact sheets) that may include GIS‐based map(s) of major nearby destinations; current and planned transit routes and stops; bike facilities; pedestrian facilities; significant barriers to mobility; land use and zoning; planned transportation network improvements; and major development projects in the planning or construction stages.

Deliverables include:

* Relevant data files (shapefiles)
* Suitability Assessment Report

Task 4 Community Engagement

This task identifies the proposed plan to engage and outreach with the community for the Mobility Hub sites under review. The engagement shall take place in two phases both using the results of Tasks 2 and 3. The first phase of engagement will be a series of events to communicate the possible Mobility Hub amenities as well as suitability assessment results. This should be used to inform the designation of a Mobility Hub location, prioritize what types of amenities should be included and where they might be located. The second phase of engagement shall be a larger community workshop to present alternatives design concepts for the priority mobility hub site

Activities under this task include:

* Developing an Community Engagement plan
* Hosting pop-up input events near the selected Mobility Hub sites and organizing stakeholder or community-based organization meetings to hear from people who may not normally participate in city-led planning processes.
* Preparing materials to be posted on the City’s website, social media, and developing a virtual web-map or similar platform to hear from people who may not be able to attend in-person events.
* Presenting to City staff, committee or City Council
* Summarizing the outreach activities and findings

Deliverables include:

* Draft and final Community Engagement Plan
* Three (3) pop-up events
* Two (2) focused stakeholder or community-based organization meetings
* Materials and presentation to two (2) committee or City Council meetings
* Draft and final webpage and social media blast content
* Virtual web-based community input tool
* Draft and final outreach summary and findings

# Task 5 Preferred Mobility Hub Alternatives and Concept Plans

Using the information developed in Task 3 and the first phase of community engagement, the Consultant will work with City Staff to identify the highest priority mobility hub location to be considered for further refinement. The Consultant will develop three alternative concept plans and planning-level cost estimates for the preferred mobility hub location. The concepts will reflect elements such as bicycle and pedestrian connections, auto access and parking configuration, wayfinding, internal pedestrian circulation, transit access and circulation, micro‐transit/shared autonomous vehicle space, charging infrastructure, and TNC and other shared mobility service access and circulation. Concepts will identify mobility services anticipated to be provided at the hub as well as an assessment of the requirements associated with providing those services (i.e., infrastructure, curb space, operations, etc.). Where possible, the concept plans should focus on a low-cost, rapid implementation option and two higher cost alternatives.

Sketch plans will be illustrative in nature and thus will not reflect engineering design. Sketch plans will indicate major constraints to implementation at each site and for each feature, such as right‐of‐way,

environmental risks, multi‐agency coordination requirements, technology and infrastructure

requirements. A technical memo will be prepared that contains the individual alternative sketches, the list of improvement projects, and the tables summarizing the improvements and opportunities for the sites.

Deliverables include:

* Sketch Concepts for up to three alternative Shared Mobility Hubs designs
* Technical Memo with Project List and Prioritization comparison

# Task 6 Implementation and Funding Plan

The Consultant will develop an implementation plan for prioritizing improvements and implementing the preferred Mobility Hub as identified in Task 5. The Consultant will develop a more refined cost estimate for the preferred Mobility Hub that will assist City Staff when applying for future grant opportunities. The plan should include documenting the steps to implementation, identifying critical pre‐cursors and responsible parties. It will also identify partnership and funding opportunities that will help implement and/or fund the shared mobility hub elements. The improvements will be organized by implementation phase, which may reflect a time‐frame if the hub development is tied to other improvements planned within the vicinity. Additionally, a two-page spread or similar fact sheet-like style should be used to highlight the preferred alternative, costs, and benefits that can be extracted for future grant applications.

Deliverables include:

* Implementation schedule
* List of recommended project components and access improvements
* Refined Cost Estimate for preferred Mobility Hub
* Funding plan and sources

# Task 7 Draft and Final Mobility Hub Plan

The Consultant will prepare a draft and final report collecting previously developed technical memorandums into a final, public document. The draft report will be provided with time to circulate internally for comments.

Deliverables include:

* Draft and Final Mobility Hub Plan
* Final Mobility Hub Plan

Task Budget

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| **Task** | **Budget** |
| Task 1 – Project Administration & Management | $15,000 |
| Task 2 – Shared Mobility Hub Vision and Planning/Design Principles | $20,000 |
| Task 3 – Site Selection and Suitability Assessment | $25,000  |
| Task 4 – Community Engagement | $31,500 |
| Task 5 – Preferred Mobility Hub Alternatives & Concept Plans | $45,000 |
| Task 6 – Implementation Plan | $30,000 |
| Task 7 – Draft and Final Plan | $15,000 |
| **Total** | **$181,500** |

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