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January 15, 2015

Nathan Saddler
Hampton School District / SAU 90
6 Marston Way
Hampton, NH 03842

RE: Hampton Safe Routes to School Travel Plan Study

Dear Mr. Sadler:

Alta Planning + Design, with sub-consultant GPI Inc., is please to submit our proposal for planning and conceptual design services for the above referenced project. The proposal includes the scope of work and Alta staff's direct rates for our SRTS related planning, design and program recommendations. All work will be prepared in accordance with the "Local Public Agency Manual for the Development of Projects" (LPA Manual) latest version, produced by the New Hampshire Department of Transportation.

PROJECT DESCRIPTION

This project is intended to develop a set of recommendations for the Town of Hampton to enhance the safety of students walking and bicycling to school, and to increase the number of children doing so. The Alta team's recommendations will be focused on three schools in the Town and will include infrastructure improvements (sidewalks, roadway geometry, crosswalks, paths and bicycle facilities), along with programs related to education, encouragement, evaluation and enforcement.

SCOPE OF WORK

See attached Scope of Work for the project.

COST BREAKDOWN (FEE)

See attached blank fee matrix for the Independent Government Estimate

Please do not hesitate to e-mail me at philgoff@altaplanning.com, call my cell phone at 857-523-0020 if you have any questions or comments regarding this IGE response.

Sincerely,

A handwritten signature in black ink that reads "Phil Goff". The signature is written in a cursive, flowing style.

Phil Goff, New England Office Manager

Proposed Scope of Services



Hampton Safe Routes to School Travel Plan

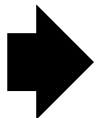
The following is an approach based upon our understanding of your needs for the three schools within town limits (not including Winnacunnet High School) and upon our successful completion of similar projects. We are flexible in our approach and look forward to refining this based upon feedback from the Town and/or NH DOT.

Task 1 – Kick-off and Safe Routes to School Committee Meetings (four total)

As a kick-off, the Alta team will meet with Town of Hampton officials to discuss the project scope, schedule, data needs, goals and objectives, possible improvements and other issues (technical, stakeholder and community), that will need to be addressed for the study. Immediately following this kick-off meeting, we will conduct a walking and driving tour of the three school sites with Town staff, depending upon availability. During and subsequent to the tour, Alta will collect data in the field and electronically via the Town of Hampton's GIS shapefiles. Both will be used to create a base map of the Town for the purposes of the Study.

In addition to the kick-off meeting, the Alta team will meet with the Safe Routes to School (SRTS) Committee on a monthly basis. This will include up to three (3) meetings with the committee. The primary purpose of these meetings will be to discuss the opportunities and challenges at each of the schools, discuss progress of the study effort and review public meeting presentation and the draft Travel Plan report.

Task 1 Deliverables



- Project goals and objectives
- Site visit summary in map format (opportunities and challenges)
- Summary notes of SRTS Committee meetings

Task 2 – Public Meetings

In conjunction with town and school staff, the Alta team will hold two public meetings in the evening at a convenient location (one of the schools or Town Hall). At the SRTS Committee meeting prior to each public meeting, the team will present a draft of the powerpoint slide show and finalize the agenda.

Public Meeting #1 will be a workshop format and include a slide show presentation that features:

- An introduction to a SRTS program in Hampton (what it is, the benefits, etc.)
- The Alta team's experience developing SRTS plans and studies
- A primer on engineering solutions to traffic safety issues and those that promote walking and bicycling

Hampton Safe Routes to School Travel Plan Scope of Services

- Overview of goals and objectives for the study
- Ideas for evaluation, encouragement, education and enforcement policies and programs
- An initial analysis of barriers to walking and biking to each school (both infrastructure and program/social barriers) using overhead maps and street level photographs where needed and the opportunities for change

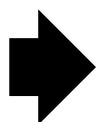
After the presentation, we will moderate an open discussion to hear the community's concerns and ideas for increasing the number of children and parents walking and biking to school. If desired and depending on turnout, those gathered could break out into smaller groups to facilitate more detailed discussion.

Public Meeting #2 will be a final presentation of the draft travel plan study recommendations. The slide show presentation will feature:

- Summary of the planning process
- Abridged summary of the SRTS program and benefits
- Recommendations for infrastructure improvements
- Recommendations for encouragement, education, evaluation and enforcement programs

After the presentation, there will be a Q&A period with comments recorded. Significant comments, ideas and suggestions may lead to revisions if the draft travel plan study report.

For both Public Meetings, the team will be responsible for developing and printing the meeting agendas as well as writing meeting minutes. Promotion of the event and securing the facility will be the responsibility of the Town and SRTS Committee members.



Task 2 Deliverables

- Agendas and Powerpoint presentations for the Public Meeting
- Written summary of Public Meeting

Task 3 – Recommendations for Infrastructure Projects

After the first Public Meeting, the Alta team will inventory and study the streets, intersections and other locations where infrastructure improvements were recommended by parents, students and other stakeholders. Additionally, the team will observe and audit student arrivals and departures for conditions at, or adjacent to, the schools that may affect the safety and feasibility of children walking or biking to school. This will include an analysis of the most popular corridors for student travel as well as those that offer the greatest potential for improvement.

With the completion of the inventory, the Alta team will develop a draft set of infrastructure-related projects intended to improve access and safety for children walking and/or bicycling to school. These changes will include geometric enhancements at intersections, crosswalk improvements, off-road paths, new or enhanced signage and traffic calming measures on the key streets that lead to the

schools. Bicycle infrastructure such as bike lanes or cycletracks will be explored, in addition to recommendations for improved bike parking locations and rack design at each school. Each improvement will be included in a matrix format that will be used to evaluate each project. Evaluation criteria will be based on discussions with the Town and the SRTS Committee along with the established goals for the effort.

For the five (5) projects that receive the highest score, the Alta team will develop concept-level designs and cost estimates. The concept-level designs will include a plan views, street cross sections and up to two (2), three dimensional representations (sketch rendering or photo-simulation view).

Task 3 Deliverables



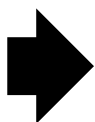
- Inventory map of recommended locations for infrastructure enhancements
- Technical Memorandum articulating the walking and biking needs and matrix of potential improvements for each school site
- Draft design drawings and cost estimates for pedestrian/bicycle enhancements at five (5) locations

Task 4 – Recommendations for the Four E’s/Programs

The Alta team will review existing school policies and programs that relate to student transportation. We will then offer a catalog of new and enhanced evaluation, encouragement, education and enforcement (the “Four E’s”) policies and programs. This may include recommendations for alterations to drop-off and pick-up procedures to increase student safety.

The Four E’s recommendations will incorporate best practices from communities throughout the US, a number of whom Alta has worked with to develop successful programs that increase the number of children walking and bicycling to school.

Task 4 Deliverables



- Draft recommendations for evaluation, encouragement, education and enforcement programs to be incorporated into the Task 3 Technical Memorandum

Task 5 – Safe Routes to School Travel Plan Study report

After Town of Hampton and the SRTS Committee review of the Task 3-4 Technical Memorandum, the Alta team will develop the draft Safe Routes to School Travel Plan report. The report will include:

- Introductory section about what SRTS is, why it is important and the benefits it can bring to Hampton’s children
- Overview of the study’s engagement process
- Infrastructure recommendations (compendium of all projects plus five projects in a higher level of detail, with cost estimates)

Hampton Safe Routes to School Travel Plan Scope of Services

- Four E's program recommendations
- Next Steps

The draft of the Travel Plan Study report will be made available to the SRTS Committee before their final meeting. Comments will be incorporated into both the presentation made at Public Meeting #2 and for the final version of the report. For both the Draft and Final reports, Alta will provide an electronic copy of the document, along with tables and graphics developed for the study.

Task 5 (Final) Deliverables

Hampton Safe Routes to School Travel Plan Study final report will include:

- Introduction to the Study and the SRTS program
- Explanation of the five E's
- Existing policies and programs in Hampton
- Overview of the engagement process
- Summary of the existing conditions and the arrival/departure conditions for each school site
- Matrix of proposed street, intersection, path and signage improvements
- Conceptual design and cost estimated for the five priority projects
- Summary of the proposed evaluation, encouragement, education and enforcement policies and programs
- Next steps
- Appendices (if necessary) of supporting documentation and any other relevant data

