

Tasks as outlined in adopted Scope	Proposed Consultant Tasks	Hilltop Engagement Committee Comments and Feedback on Proposed Consultant Tasks	Deliverables
Analyze and describe the Hilltop and the Hilltop community characteristics and needs	<ul style="list-style-type: none"> • Review Hilltop and North Downtown Subarea Plans, Transportation Plan (including the Mobility Master Plan), and Complete Streets Design Guidelines; • Review the Puget Sound Regional Council Report, Growing Transit Communities • Collect information about, analyze, summarize and report on key community characteristics and critical needs for multi-modal mobility and how these characteristics and needs could be appropriately integrated into the streetscape redesign. <ul style="list-style-type: none"> -Collection techniques may include: <ul style="list-style-type: none"> -Survey of residents, business owners, renters, and other stakeholders; -Focus groups -Canvassing residents 		<ul style="list-style-type: none"> • Preliminary and final reports about Hilltop Community characteristics and needs • Presentation materials for stakeholder meetings
Develop a public involvement plan for the project	<ul style="list-style-type: none"> • Meet with City and Sound Transit staff to review outreach practices and gaps and opportunities in outreach. • Review Puget Sound Regional Council’s 2013 report, “Growing Transit Communities,” and apply its “Engage Effectively with Community Stakeholders” to the plan. • Gather information from local community along the Link expansion route about perceived and existing gaps in outreach. • Consultant national best practices on outreach. • Develop an effective outreach plan which corresponds with the need to collect input on key project milestones. • Define the best type of outreach methods to use and how to ensure the feedback collected is targeted and able to be integrated into the project. 		<ul style="list-style-type: none"> • Public Involvement Plan for use by City staff, design and engineering consultant and other organizations conducting outreach
Organize public meetings to present conceptual design and gather public comment	<ul style="list-style-type: none"> • Review the Public Involvement Plan and ensure work falls within its parameter. • Conduct extensive outreach utilizing various methods to ensure disparate residents and stakeholders are able to voice their concerns and opinions throughout the process. • Hold at least ___no. of meetings with ___ number of participants. 		<ul style="list-style-type: none"> • Summary of public comments for use by City staff, streetscape design and engineering consultants, and decision makers

Community Characteristics and Outreach Work

<p>Organize public meetings to present the engineering design as it progresses and gather public comments</p>	<ul style="list-style-type: none">• Review the Public Involvement Plan and ensure work falls within its parameter.• Conduct extensive outreach utilizing various methods to ensure disparate residents and stakeholders are able to voice their concerns and opinions throughout the process.• Hold at least __no. of meetings with ___ number of participants.		<ul style="list-style-type: none">• Summary of public comments for use by City staff, streetscape design and engineering consultants, and decision makers
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