Narrative Community Characteristics Report (CCR)

Scope of Work

STIP X-XXXX

Prepared Month Day, Year

Prepared by Consulting Firm

# Project Initiation and Set-up

## Coordination with NCDOT

⮚ The consultant will obtain the current Narrative CCR Template and Guidance, Demographic Tool, and other pertinent forms and tools from the Connect NCDOT website or from the Community Studies (CS) staff before starting the data-gathering process.

## Direct Community Impact Area

Based on the current guidance, the consultant will delineate an area to be assessed for direct impacts, called the Direct Community Impact Area (DCIA). ⮚ The draft DCIA will be mapped and forwarded to CS for review and approval, before further analysis is conducted.

#  Community Characteristics Report Data Gathering

## Demographic Data Pull and Examination

## The consultant will determine a Demographic Study Area (DSA), based on current guidance. ⮚ The draft DSA will be mapped and forwarded to CS for review and approval, before further analysis is conducted.

## Using the CS Demographic Tool current at the start of the report process, the consultant will compile data for the DSA, to be examined and documented following the current guidance. The general locations of any identified Title VI, EJ and LEP populations should be noted for observation on the field visit.

## Field Visit to Inspect Project Area

1. Following current guidance, prior to the field visit the consultant will prepare and send an e-mail to the NCDOT Division staff. **⮚** Copy CS on the email.
2. The consultant will conduct a field visit to the proposed project location. The consultant will use the field visit input form obtained from CS as a starting point for observational notes. The consultant will take photos of the project area and any notable community characteristics. O Notify CS and Public Involvement if the field visit or additional research suggests that expanded community coordination may be appropriate.

## Local Officials Input

## The consultant will contact local officials using the local input forms provided by NCDOT CS and available on the Connect website as guidance. O Contact CS and Public Involvement to discuss whether expanded community coordination is necessary if the interviews or other research reveals notable concerns.

#  Community Characteristics Report Project Documentation

The consultant will map and document community characteristics, assess impacts, and develop recommendations according to the current Narrative CCR Template and Guidance.

#  Community Characteristics Report Deliverables

## Draft Community Characteristics Report

The draft CCR will be submitted to CS in Word format. The consultant will coordinate the schedule for an initial two week duration review of the draft report with CS and the NCDOT Project Planning Engineer to adhere to the overall project delivery schedule.

The consultant will revise the reviewed draft report according to NCDOT CS comments and schedule a second one week duration review for CS to confirm that comments have been adequately addressed. The consultant will submit a “clean” revised report and a “track changes” version that shows: (1) text added, deleted, or moved in response to CS comments in comment boxes; and (2) how the consultant addressed each comment in a comment box. It is not necessary to show text insertions, deletions, or edits made by CS in the “track changes” version; the consultant may simply accept those changes.

## Final Community Characteristics Report

When CS accepts the report as final, the consultant will provide CS with a digital copy of the complete final report in both Word and Adobe Portable Document Format.

# Community Characteristics Report Project Administration

## Scope of Services

The consultant will review this Scope of Work and prepare a task list and fee. A broad assessment of complexity and potential community controversy based on preliminary information provided by CS and NCDOT Project Planning Engineer, along with variables including the length of the project, number of jurisdictions, proximity of alternatives/study area size, and development density shall be used to estimate fees for Task Orders.

## Project Management

The consultant will provide adequate staff with proper expertise to complete the project. The primary author of the report must be pre-qualified by CS.