STIP NO./Project nAME

# STAGE  2 |  Public Involvement | 2PI1 | Continue Public Engagement

**Objective:**

Assist with project-specific public engagement activities in accordance with the guidance and references listed in the PDN as of the date of this scope of work.

**Deliverables:**

*Select deliverables. For selected deliverables, complete the appropriate task list table(s) below.*

[ ]  Public Involvement Plan (PIP)

[ ]  Scoping Letter

[ ]  Mailing List

[ ]  Public Outreach Materials

[ ]  Newsletter/Postcard

[ ]  Public Meeting(s)/Hearing(s)

[ ]  Visualizations

**Assumptions:**

*Fill in assumptions. Insert additional assumptions/exclusions as needed.*

|  |
| --- |
| Required Meetings and Trips:  |
| [ ]  | Public Meeting(s): Insert # meetings Insert # staff/meeting |
| [ ]  | Local Officials Meeting(s): Insert # meetings [ ]  Same day as public meeting(s) Insert # staff/meeting |
| [ ]  | Other Meetings: Insert # meetings Insert # staff/meetingList other required meetings  |
| Insert other assumptions as needed |

**Tasks:**

*Select included scope items from list below. Refer to appropriate guidance/templates. Tasks listed below will also appear on cost estimate spreadsheet.*

|  |
| --- |
| TASK LIST |
|[ ]  **1.0 Public Involvement Plan (PIP)** [ ]  Submit ETRACS for PI Group to complete PIP [ ]  Prepare and submit draft and final PIP *(if PIP is to be prepared by PEF)* |
|[ ]  **2.0 Project Scoping Letter/Email** * Prepare and submit draft project scoping letter /email via ETRACS
* Finalize and distribute project scoping letter/email
 |
|[ ]  **3.0 Project Mailing List** [ ]  Submit ETRACS request and study area Shapefile for project mailing list  [ ]  Create project mailing list |
|[ ]  **4.0 Project Website** [ ]  Project Website | [ ]  PublicInput.com* Submit request for project website or PublicInput.com site
* Provide updates at project milestones
 |
|[ ]  **5.0 Newsletter*** Prepare and submit draft Newsletter
* Revise and resubmit Newsletter for approval
* Reproduce and distribute approved newsletter (insert # copies)
 |
|[ ]  **6.0 Public Meeting Notification** [ ]  Project Mailing List | [ ]  EDDM* Prepare and submit draft postcard notification
* Revise and resubmit postcard notification for approval
* Reproduce and distribute approved postcard (insert # copies)
 |
|[ ]  **7.0 Public Meeting(s)/Hearing(s)** [ ]  In-person Meeting (3 hr meeting) | [ ]  Virtual Meeting (1 hr meeting)* Submit meeting request via ETRACS (6 weeks prior to meeting date)
* Coordinate with NCDOT PI and Division on venue and dates
* Prepare and submit draft public meeting handout
* Revise and resubmit public meeting handout for approval
* Reproduce public meeting handout (insert # copies)
* Prepare and submit draft public meeting displays
* Revise and resubmit public meeting displays
* Provide digital copies of handout, displays, and public meeting maps to NCDOT PI for web posting
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|[ ]  **8.0 Local Officials Meeting*** Coordinate with NCDOT PI on schedule and invitees
* Prepare and submit draft PowerPoint presentation
* Revise and resubmit PowerPoint presentation
* Prepare and submit draft and final meeting summary
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|[ ]  **9.0 Public Comments*** Collect public comments from all sources (project email, phone line, website, public meeting comment forms, etc.)
* Compile comments in a database and prepare draft responses as needed
* Submit draft database and responses
* Revise and resubmit database and responses
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|[ ]  **11.0 Project Visualizations** [ ]  Renderings *(digital static image)* [ ]  Level I *(photograph digitally enhanced using photoshop)* [ ]  Level II *(camera view from 3D CAD model with environment drafted in 3D)* [ ]  Level III *(perspective matching a 3D CAD model to a photo background, only the roadway and new design elements are drafted in 3D)* [ ]  Animations *(video with motion)* [ ]  Level I *(Using static rendering as a background, show vehicles, people or other elements moving and saved as a WMV or MP4 video file. The video will be from a stationary point of view)* [ ]  Level II *(Start with the ground plane as an aerial photograph and overlay a 3D model of the roadway geometry. The profiles and ground plane will be flat (no vertical profiles or ground elevations). Simple basic elements can be added, such as trees, water features and street names. General traffic will be added. The traffic will be only for illustrative purposes, not a microsimulation from Vissim.)* [ ]  Level III *(Start with Level II adding 3D CAD detail to the existing environment, 3D buildings, fencing, large business signs or billboards, utility poles and other structures. General traffic will be added.)* [ ]  Level IV *(Start with Level II or Level III. The ground surface is created from a DTM showing the ground slope. The roadway geometry will be drafted using profiles. This will show cut/fill slopes, retaining walls and bridges.)* [ ]  Level V *(video match moving. Using a car mounted camera, drone or helicopter footage as a background and perspective matching a 3D CAD model to align with the moving video.)* [ ]  Level VI *(start with any of the animations described above but incorporate a Vissim output to show very realistic traffic movements, congestion cues and signal cycles. This might be used to show a DDI, a complex intersection or the extents of queuing.)* [ ]  Level VII *(Show the phases of construction. A sequence of animations or static renderings that describe the MOT and schedule of construction.)* [ ]  Video Productions *(adding postproduction)* [ ]  Level I *(export an animation sequence to WMV or MP4 with some basic elements added, such as project title, project map and general text overlays)* [ ]  Level II *(A storyboard or script will be needed that outlines a more complex visual arrangement. Multiple animation sequences, live video and special video graphics are generated to produce a message. Narration may be used)* [ ]  Virtual 3D Models |
|[ ]  **12.0 Project Management and Coordination** *(internal coordination, coordination with NCDOT, progress reporting, project documentation and uploads, QA/QC)* |