

**TOWN OF BETHLEHEM
DELAWARE AVENUE
COMPLETE STREETS FEASIBILITY STUDY
ELSMERE AVENUE TO NORMANSKILL BRIDGE**

Study Purpose and Scope of Work
(excerpts from the 4/16 RFP and Consultant Contract)

Introduction

The Capital District Transportation Committee (CDTC) is the designated Metropolitan Planning Organization (MPO) carrying out federal requirements for cooperative transportation planning and programming within the metropolitan area surrounding the Albany-Schenectady-Troy and Saratoga Springs urbanized areas. The Delaware Avenue Complete Streets Feasibility Study was proposed by the Town of Bethlehem to encourage a transportation system along Delaware Avenue that is designed and operated to enable safe access for all users, including pedestrians, bicyclists, transit users and motor vehicle drivers, otherwise known as Complete Streets. This study is funded through CDTC's 2015-16 Community and Transportation Linkage Planning Program with matching funds from the Town of Bethlehem. The study has a fixed budget of \$60,000 for consultant services.

Study Area and Purpose

The study will identify and analyze the feasibility of a full range of appropriate complete streets elements, for the section of Delaware Avenue in the Town of Bethlehem, NY that extends from Elsmere Avenue to the Normanskill Bridge. The Town's continued focus on fostering a walkable, bikeable and transit friendly community along with the current and evolving land use context and access management along the corridor provides the opportunity to rethink the physical layout of the roadway in a manner that strives to result in a better balance in serving all user's needs.

This linkage study is an important step toward the implementation of a number of goals and recommendations expressed in the Town of Bethlehem's adopted plans, resolutions, and initiatives including the [Comprehensive Plan](#), the [Complete Streets Resolution](#) and the [Delaware Avenue Hamlet Enhancement Plan](#), among others.

The potentially feasible future street designs and complete streets features to be identified through this study will balance the needs of all roadway users in a manner that enhances community quality of life, the local economy, and safety for all roadway users along this multi-modal and increasingly mixed use corridor and its adjacent neighborhoods.

This study will include corridor specific traffic operations and crash analyses, development of feasible alternatives based on a complete streets framework, and strong stakeholder and community based outreach, education and input.

Background: Community and Corridor Context

Delaware Avenue is one of Bethlehem's primary main streets, connecting the town to the City of Albany to the east and the more rural parts of Albany County to the west. Delaware Avenue is the main street of the neighborhood hamlet areas of Delmar and Elsmere. The section of Delaware Avenue, which is the subject of this study, extends approximately 1.3 miles from the intersection of Delaware Avenue and Elsmere Avenue to the Normanskill Bridge.

Land uses along Delaware Avenue are primarily lower intensity commercial businesses (restaurants, shops, offices, neighborhood services) serving the local Bethlehem community; many were formerly single or two family homes converted to commercial use. Lot sizes along the corridor are small and depth is approximately 100-200ft, which does not provide future opportunity for high trip generation type developments such as big-box stores or office parks. Several recent parcel redevelopments along the roadway consist of mixed commercial/multi-family residential buildings (ranging in size from 1,200 sq.ft. to 5,000 sq.ft.) A new two-story 48,000 sq.ft. medical building replaced two one-story 24,000 sq.ft. buildings (medical building and former pharmacy) on the same parcel.

Elsmere Elementary School is located within the study area, near the Elsmere Avenue/Delaware Avenue intersection. The largest concentration of retail is located within the Delaware Plaza shopping center, near the study area's eastern end. Side streets connecting to Delaware Avenue are lined primarily with single-family residential homes in what is considered the Elsmere neighborhood within the Town. These homes are located within the Core Residential zoning district of the Town, and are immediately adjacent to the corridor's commercial parcels (Commercial Hamlet zoning district).

Delaware Avenue from Elsmere Avenue to the Normanskill Bridge predominantly consists of a four-lane roadway (two lanes in each direction) with a 40 mph posted speed limit and with traffic volumes ranging between 15,000 to 17,000 vehicles per day. A review of AADT over the past 10-15 years indicates AADT has remained flat. At either end of the study area Delaware Avenue transitions to a two-lane roadway.

CDTA's Bus Route 18 runs along Delaware Avenue providing transit service connecting the City of Albany with Slingerlands. There are approximately ten CDTA transit stops within the study area.

The corridor is characterized by more than 70 commercial driveways, with some parcels having multiple curb cuts. In recent years some access points have been consolidated (shared driveways or curb cuts limited to side street access only) as properties have redeveloped.

There are two signalized intersections within the study area, located at Elsmere Avenue and Delaware Plaza. These signals are over ½ mile apart and provide the only protected pedestrian crossings. There are no midblock pedestrian crosswalks within the study area.

Bicyclists traveling along the corridor either ride in the outside travel lanes (14-ft. wide), which have a minimal striped shoulder (less than one foot), or on the sidewalks that run the length of the corridor within the study area. The Albany County Rail Trail runs somewhat parallel to and south of the Delaware Avenue corridor within the study area.

There is a documented crash history along the corridor including not only motor vehicle to vehicle crashes, but crashes involving bicycles and pedestrians as well. The current roadway characteristics create an uninviting pedestrian, bicycle, transit user and motor vehicle environment for commuters and shoppers traveling the roadway, as well as for corridor businesses and residents located directly on Delaware Avenue and living in adjacent local, neighborhood streets.

Through this study various alternatives that incorporate complete streets features will be analyzed and explored with town and neighborhood residents, businesses, travelers, public agencies and officials and other stakeholders.

The current four lane configuration of Delaware Avenue within the study area, existing traffic volumes and documented crash history make this corridor a candidate for exploration of a complete streets treatment termed a road diet. Road diets come in various forms, with the most common being a reduction in the number of travel lanes to one in each direction and a center turn lane with remaining space used for a bicycle lane or bus transit area. Because of their documented safety benefits, as well as the ability to convert a roadway during repaving projects through restriping of lanes, the FHWA and [NYSDOT](#) have identified road diets as both a [Proven Safety Countermeasure](#) and an [Everyday Counts initiative](#).

Through this study process an assessment of the feasibility, benefits, and impacts of various street design concepts along the Delaware Avenue corridor will be completed using a context sensitive, complete streets framework. This framework will consider bicycles, pedestrians, transit, safety, and motor vehicle operations. Alternatives developed should strive to maintain the existing curb lines and current signalized intersection configurations.

This study will assist in determining the most effective set of features to improve the corridor for travelers of all modes (pedestrian, bicycling, transit, motor vehicle) both along and across the corridor to corridor businesses and residences and connecting neighborhoods.

Because of the limited budget this study will focus on feasible alternatives for incorporation of complete streets features primarily within the existing curb to curb portion of Delaware Avenue. Associated needed improvement alternatives related to adjacent sidewalks and ADA compliant curb ramps will also be important to include. Concepts to improve access management opportunities along both sides of the corridor between parcels will also be identified. The study seeks to improve the movement of traffic while enhancing the safe and efficient access to and from abutting properties. The study will evaluate roadway design and access characteristics and propose changes that maintain reasonable access to property, while improving the safety and operation of the highway for all users.

The study seeks to improve bicycle and pedestrian accommodations within the study area. The project is located on the Town of Bethlehem Bicycle and Pedestrian Priority Network, which establishes a priority network of roadways that should be given additional consideration for accommodating safe and efficient bicycle and pedestrian travel. The goal of the priority network is to provide a continuous system of usable accommodations focusing on bicycle and pedestrian infrastructure investments to roadways located on the network. This section of Delaware Avenue is also listed on CDTC's Bicycle and Pedestrian Priority Network, and this task will address the network's goals for bicycle and pedestrian improvements.

Delaware Avenue is also listed on CDTA's Transit Priority Network which is a system of corridors that produce sufficient ridership to warrant increased service and enhanced infrastructure. Transit specific improvements will be identified through this study with the assistance of CDTA staff. Improvements may include transit signal priority (TSP). It is important that this study help identify bus stops within the study area where more conventional infrastructure, such as shelters, benches, pedestrian connections to buildings, and safer crossings are warranted.

Because this study will bring together town staff, volunteer town committees (bike/ped committee, Delaware Avenue Improvement group, Street Tree subcommittee), corridor businesses, neighborhood residents, the Study Advisory Committee and others to develop ideas on how to improve the Delaware Avenue Corridor from Elsmere Avenue to the Normanskill Bridge, innovative ideas related to the following will be sought:

- Improving the aesthetics, landscaping, lighting;
- Gateway enhancements at the Normanskill Bridge;

- Redevelopment options of vacant parcels along the Corridor (i.e. former Albany Medical site and former dry cleaners site);
- Storm water management/green infrastructure;
- Connections to other important off-corridor destinations, including the Helderberg Hudson/Albany County Rail Trail.
- An analysis of the park and ride market on the corridor, led by CDTA staff, and identification of enhancements to the park and ride lot necessary to accommodate future demand.

Idea development will be accomplished through both in kind work from Town staff, CDTC and CDTA staff, and Town committees and group discussions coordinated with specific tasks outlined in the scope of work for this study.

The study will focus on identifying appropriate complete streets treatments for two future scenarios including:

- Complete street alternatives achieved through a repaving project: new striping, signage and ADA compliant curb ramps and other treatments (e.g. protected midblock crossings) that could be coordinated with a repaving project.
- Complete streets alternatives focused on roadway changes that could be achieved through a “Beyond Pavement Preservation” type project in the future.

Scope of Work

The technical staff from the Town, NYSDOT, CDTC, CDTA, and the selected consultant will meet periodically throughout the study as needed to ensure consistency with data requirements, etc. This group will meet initially to discuss additional data collection needs and responsibilities as well as the framework and methods to be used for the technical assessments, including the operational and safety analyses.

Involvement of the public in this planning effort is critical to its success. The consultant will participate in two (2) public workshops to receive input as well as to inform citizens, staff, stakeholders, and other agencies about the study. It will be critical to provide ample and easily understood information regarding what complete streets are and are not, and the potential array of benefits as well as impacts.

The Consultant will conduct an initial Town Board presentation, two public workshops that will involve residents, targeted stakeholders and business/property owners within the study area, and a final presentation at a Town Board meeting.

Educational and outreach materials for use at the public workshops, stakeholder outreach and the SAC will be developed cooperatively with the consultant taking the lead and with assistance from CDTC and Town staff. Numerous national and state resources exist from which to pull from. The consultant will be required to develop a project website where study materials will be posted.

Of note is that Federal policies require documentation of certain subjects within Linkage study plans including Environmental Justice, Title VI of Civil Rights Act of 1964, the Americans with Disabilities Act and environmental considerations (environmental mitigation requirements) during the planning process at a scan-level, not engineering-level of detail. These elements must be addressed in the study.

Task 1.0: Study Initiation and Initial Data Gathering/Synthesis

A) Review Previous and Ongoing Efforts

The consultant will review the prior Delaware Avenue Hamlet Enhancement Study final report and the current information on the Delaware Avenue Enhancement Streetscape Project to familiarize themselves with the Town's vision for the study area.

B) Study Area Site Visit

The consultant along with staff from the Town and CDTC will walk through the study area to become familiar with its existing physical attributes and potential constraints that must be considered in developing feasible alternatives.

C) Data

CDTC and Town staff will provide data and information on:

- Weekday AM and PM peak hour manual turn counts of motor vehicles (including trucks and busses), bicyclists and pedestrians at the two signalized intersections. A more limited set of traffic counts will be collected for minor intersections/driveways
- As part of the signalized intersection count task, lane configurations and field collected signal timing and phasing information, including pedestrian heads/timing and phases, will be collected
- Corridor Land Use and Access: property name, type, access arrangements, curb cut density, and estimates of trip generation. For trip generation, CDTC staff will use both ITE trip generation estimates and CDTC collected trip generation data.
- NYSDOT ALIS crash data will be used to summarize crash history for the most recently available five year period, HALs and PILs will be included.

The consultant will be expected to collect some data including:

- ATR traffic count: a count is needed between Elsmere Avenue and Delaware Plaza (NYSDOT Traffic Data Viewer count is taken just west of the Normanskill Bridge)
- Speed: two spot speed study locations. One in the school zone near the Elsmere Elementary School and one in another location between Elsmere Avenue and Normanskill Blvd; speed data east of Delaware Plaza is available through the NYSDOT Traffic Data Viewer
- Signal timing plans and data on roadway geometry, ROW limits, sidewalks, ADA curb ramps, drainage features, pavement condition, and other roadway profile information will be obtained from NYSDOT
- Data on Bus Route 18 frequency, headways, bus stop locations and features, ridership and bikes on busses from CDTA. CDTA can supply maps and GIS files as necessary.

D) Study Advisory Committee (SAC) Meeting #1

SAC Meeting #1 will serve as the study kick-off meeting and will be led by the consultant team. The consultant should be prepared to

- explain context sensitive complete streets
- review and confirm the scope of work and study area boundaries with the group
- present a preliminary draft of study principles and objectives for review
- facilitate a discussion of expected outcomes and measures of effectiveness
- review the overall study process including the roles and responsibilities of the study partners

A draft public education and outreach approach and stakeholder involvement process will be reviewed, including educational materials to be used and potential timing of the first of the two planned public workshops. Use of the Town's newsletter, social media, or other formal outreach techniques will be discussed. The Town's web site will be utilized for input on the project and its draft products.

See the Study Advisory Committee section of this REI (Page 13) for additional detail on the study advisory committee roles and responsibilities.

E) Initial Presentation to Town Board

The selected consultant will give a brief presentation at a Town Board meeting to introduce the study and summarize information presented at the first SAC meeting.

Deliverables:

- *Technical staffs/consultant data discussion notes*
- *draft study principles and objectives*
- *draft MOEs*
- *draft public education and outreach approach/stakeholder involvement process*
- SAC Meeting 1 summary

Task 2.0: Existing Conditions Multi-modal Operational and Safety Analyses/Corridor Profile/Establishment of Project Objectives and Expected Outcomes

A) Operational and Safety Analyses/Existing Conditions Corridor Profile

The consultant will be required to create an existing conditions corridor profile based on synthesis of data above and results of baseline operational and safety analyses for all modes. The purpose of this task is to produce the information needed for all directly involved with the study, as well as the public and other stakeholders, to understand how the current corridor functions for all roadway users. Results and deliverables from this task will serve as the basis upon which complete streets concepts can then be evaluated in subsequent tasks. Deliverables must be of a quality to clearly convey information to a variety of audiences.

This baseline corridor profile will document in narrative, tabular and graphic formats current roadway mainline and intersection geometry (including: number of travel lanes, turn lanes, lane widths, shoulders, current pavement striping plan, and pedestrian features including sidewalks, sidewalk buffer areas and crosswalks, etc.) as well as current multi-modal level of service, access management, safety and other operational aspects of Delaware Avenue, such as operating speeds and overall corridor travel time. Land uses, community context and the corridor environment (e.g. description of Delaware Avenue appearance as one enters the Town) will also be documented. Pedestrian delay at signalized and non-signalized intersections and alternative pedestrian travel paths to protected crossings should be evaluated in terms of distance and travel time.

Using accepted procedures from the Highway Capacity Manual, existing operating conditions at the two signalized intersections and a select set of unsignalized intersections (LOS) and along the mainline will be analyzed.

Through this task a target or desired design and operating speed will be established for the corridor. Design and operating speed are considered to be critical factors in influencing complete street design parameters such as lane width, traffic control, crossing design, bike and pedestrian treatments, etc. The success of any complete street concept is largely dependent on achieving slower speeds through the corridor. According to the *TRB Special Report 254, Managing Speed*, target speed for an urban main street should be established based on context and other factors, not solely on the basis of the 85th percentile speed.

The safety analysis will be conducted consistent with federal Highway Safety Manual (HSM) procedures to allow use of the HSM crash prediction methodology to evaluate alternatives to be developed in a subsequent task. Crashes by type and pattern will be tallied with CDTC's assistance. Crash types that have been proven to be mitigated by various measures will be noted.

B) Study Advisory Committee (SAC) Meeting #2

This SAC meeting will take place after the completion of the operational and safety analysis in Task 2 A) for review/discussion of the products developed. Based on the initial discussion at the first SAC meeting, the project objectives, expected outcomes and measures of effectiveness for the roadway, centered on identified community goals and actions and existing conditions assessment of roadway operations and safety for all modes will be confirmed.

The first public meeting will be scheduled at this meeting. Educational and outreach materials for use at the first public meeting and stakeholder outreach will be developed cooperatively with the consultant taking the lead and with assistance from CDTC and Town staff. These draft education and outreach materials will be reviewed by the SAC at meeting 2. At a minimum information on complete streets, the study background, and the corridor profile/existing conditions will be provided. NYSDOT and national guidance on complete streets from sources such as [FHWA](#), the [National Complete Streets Coalition](#), [AASHTO](#) and [NACTO](#) should be used and cited as appropriate.

Deliverables:

- *Existing Conditions Multi-modal Operational and Safety Analyses results*
- *Corridor Profile report including narrative, maps and other graphics, integrating these analyses and other information as required in the task description*
- *Draft Education and Outreach materials on complete streets elements*
- *SAC Meeting 2 summary - After SAC review, deliverables will be posted to the project website*

Task 3.0: Public Workshop #1

The first public meeting will be an opportunity for citizens to learn about complete streets and to share their residential, business, walking, bicycling, transit riding and driving experiences, opinions and advice and also have a chance to learn about the study process, including the results of the Operational and Safety Analyses/Corridor Profile tasks.

It is anticipated that this meeting will be an interactive workshop in which participants can mark-up maps and provide input on draft elements to be considered in the subsequent alternatives' concepts to be developed and evaluated in later tasks.

Advertising for the public workshop and securing appropriate meeting space will be the responsibility of the Town. The consultant will be responsible for presenting the educational materials, leading facilitation of the discussion and engaging the public at the workshop and will prepare necessary meeting materials such as poster size visuals of the study area, maps and associated pertinent data/material. CDTC staff can assist with workshop facilitation.

Deliverables:

- *The consultant will develop a one-page flier to advertise the meeting with a link to the project website*
- *Workshop materials, handouts and presentations*
- *Workshop notes/summary of public comments*
After SAC review at Meeting #3 deliverables will be posted to the project website

Task 4.0: Development of Draft Conceptual Complete Streets Design Alternatives/SAC Meeting #3

A) SAC Meeting #3 to Review Public Workshop Results/Draft Complete Streets Alternatives

The SAC will review and approve for web posting the public workshop #1 notes and summary of comments at this meeting.

This meeting will also include a consultant facilitated “brain-storming” session to help develop desirable and practical draft complete streets concept(s) based on previous study tasks, including discussions with the technical staffs, SAC and information learned at the public workshop.

B) Identification of Complete Streets Treatment Alternatives

The selected consultant will develop options for context sensitive complete streets based redesign of Delaware Avenue. Potential roadway and corridor concepts will include alternative cross sections and lane configurations/reconfigurations, access management treatments, ,traffic control devices (striping, signage, protected pedestrian crossings, etc.), and other complete streets elements identified through the study process. Alternatives are to be tested for feasibility based on agreed upon expected outcomes/measures of effectiveness to balance the needs of all roadway users and the surrounding community and its existing and planned future context.

Feasible alternatives for several future scenarios should be developed including but not necessarily limited to:

- Complete street alternatives achieved through a repaving project: new striping, signage and ADA compliant curb ramps and other treatments (e.g. protected midblock crossings, etc.) that could be coordinated with a repaving project.
- An alternative(s) focused on roadway changes that could be achieved through a “Beyond Pavement Preservation” type project in the future

Based on input from and information provided by town staff and volunteer town committees, concepts for “outside the curb” treatments related to streetscaping and green infrastructure should be integrated into alternatives where appropriate.

NYS DOT and national guidance on road diets and complete streets from sources such as [FHWA](#), the [National Complete Streets Coalition](#), [AASHTO](#) and [NACTO](#) should be used to assist in alternatives development.

C) Gateway Improvements and Connections to the Albany County Rail Trail

The selected consultant will develop graphics and other concept materials for gateway improvements in the vicinity of the Normanskill Bridge, which could be integrated into the alternatives where appropriate. Through discussions with the SAC, volunteer town committees and other stakeholders, as mentioned above, ideas for gateway improvements will be identified; the consultant will be responsible for developing graphics illustrating several concepts. Also, feasible connections from the corridor to the Albany County Rail Trail, such as at Delaware Plaza, Rockefeller Road, and along Ellsworth Avenue, will be evaluated and concept designs prepared. The Town has geographic information systems (GIS) data on topography and other information to assist in identifying feasible connection locations.

Deliverables:

- *SAC Meeting 3 summary*
- *Materials needed to explain in various formats (narrative, maps and other graphics) each draft context sensitive complete street alternative overall and proposed elements they contain*
- *Materials needed to explain in various formats (narrative, maps and other graphics) gateway enhancements and connections to the Albany County Rail Trail*

Task 5.0: Evaluation of Identified Complete Streets Treatment Alternatives/SAC Meeting #4

A) Evaluation Process

The consultant will conduct an evaluation of the alternatives. The evaluation will be based on the same operational and safety analyses methods used to create the existing conditions corridor profile and the agreed upon study objectives, planned outcomes/measures of effectiveness developed at the beginning of the study.

Note: *Creighton Manning, the selected consultant for this study will develop a traffic simulation model to help evaluate the impacts of various alternatives and options.*

Evaluation methodology should be documented and results for each alternative presented in narrative, tabular and graphic formats to provide easily identifiable proposed locations for various complete streets elements and to allow easily understood comparisons to existing conditions and other alternatives. . The potential safety, multimodal level of service/operations, access management, traffic calming and other impacts, including relative cost ranges (i.e. lower cost, moderate or higher cost), of each alternative are to be described.

B) SAC Meeting #4 to Review Evaluation Results of Complete Streets Alternatives

The SAC will meet to review and discuss products resulting from completion of the evaluation and technical assessments in Task 5 A).

The second public meeting will be scheduled at this meeting. Based on the SAC meeting, materials produced as part of this task will be revised in preparation for the public meeting. Educational and outreach materials needed to clearly convey the impacts of the proposed alternatives against the safety and operational assessments for all modes and other measures of effectiveness, especially any potential trade-offs that will be required, will be discussed. Materials, which could include a multi-page booklet, will be used at the second public meeting and for stakeholder outreach; these will be developed cooperatively with the consultant taking the lead and with assistance from CDTC and Town staff.

Deliverables:

- *Draft Alternatives and Multi-modal Operational and Safety Analyses results*
- *Draft Alternatives report including narrative, maps and other graphics*
- *Education and Outreach materials to clearly convey results of the Draft Alternatives evaluations*
- *SAC Meeting 4 summary*

After SAC review, deliverables will be posted to the project website prior to Public Meeting #2.

Task 6.0: Public Meeting #2

The consultant will conduct a second public meeting using a workshop format to review the material in the draft complete streets alternatives and evaluation results with the community. The consultant will facilitate the workshop in a way to maximize public interaction and comment for use in finalizing the alternative concepts. CDTC staff can assist with facilitation.

The consultant will develop a one-page flier to advertise the meeting with a link to the project website. Advertising for the public workshop and securing appropriate meeting space will be the responsibility of the Town. The consultant will be responsible for facilitating the discussion and engaging the public at the workshop and will prepare poster size visuals of the corridor study area, graphics illustrating the alternatives and their various complete streets elements, maps and associated pertinent data/material related to the evaluation and multi-modal performance results, highlighting any needed trade-offs.

SAC meeting #5 will be scheduled after the second Public Meeting for review/discussion of the results.

Deliverables:

- *Workshop materials, handouts and presentations*
- *One-page flier to advertise the meeting*
- *Public Workshop notes/summary of public comments*
- *All materials will be placed on the project website for public review after SAC Meeting #5.*
- *SAC meeting 5 summary.*

Task 7.0: Development of Final Report on Feasible Complete Streets Alternatives and Features including an Implementation Strategy

The Final Report will incorporate revisions to the materials presented at the public meeting based on public input, stakeholder input, and SAC and Inter-Agency committee review and discussion. The Final Report will present concepts in narrative form, photos, maps, renderings, and detail graphics to clearly and logically present the alternatives and a plan for implementation. The implementation component of the report will develop general order of magnitude costs, and outline an implementation plan that includes ways to finance the recommended action. Recommendations for lower cost improvements that can be implemented during maintenance projects or other town or state activities will also be described. A phased approach to modifications to Delaware Avenue may be necessary, and should be discussed. A speed management protocol acceptable to NYSDOT and the Town will be outlined.

Recommendations for potential adjustments to the Town Zoning Law to address any identified conflicts or disconnects between existing zoning requirements (including site plan design guidelines) and the proposed complete streets alternatives and features are to be described.

The consultant will complete any necessary revisions to drafts and a final report in a timely manner and in the format requested by the Study Advisory Committee.

Deliverables:

- *Two (2) digital copies and four (4) color hardcopies of the final documents with all the necessary figures, photos and sketches. Digital copies of any and all PowerPoint presentations, and any and all hand drawn original renderings and maps are also required. Any GIS mapping that is developed by the consultant will be given to the Town of Bethlehem and CDTC in ArcView 10.x format for future use. Materials will be placed on the project website.*

Task 8: Final Presentation to the Bethlehem Town Board

The consultant will present the final document to the Bethlehem Town Board. This formal presentation will inform the public as to how a final report was formulated based on the findings throughout the study. This report and presentation are to include any recommendations that the consultant has formed as a result of the study.